

Role Profile

Part A - Grade & Structure Information

Job Family Code	8RT	Role Title	Traffic Systems Assistant Maintenance Engineer (East/West)
Grade	PS8	Reports to (role title)	Traffic Systems Maintenance Engineer (East/West)
		Directorate	Environment & Infrastructure
JE Band	269-313	Service	Highways & Transport Service Network & Asset Management Group
		Team	Traffic Operations Team
		Date Role Profile created	May-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<p>To assist the Traffic Systems Maintenance Engineer (East or West) to operate, maintain and develop Surrey's Intelligent Transport Systems (ITS) and maximise their operational efficiencies that works towards the objective of managing and reducing congestion.</p> <p>To contribute towards the contract management for works on signal and other ITS infrastructure. Support responsive and recovery action from third party Damage to County Property (DCP), oversee capital and revenue works by the county council's specialist contractor/s, ensuring that the systems and installations comply with current national standards and specifications and County policy.</p>
Work Context	<p>The Highways and Transport Service is responsible for ensuring the effective management, maintenance and improvement of all highway and transport assets, including flood risk management.</p> <p>The role of the Network and Asset Management Group's is to develop and deliver asset management and flood risk strategies, manage highway networks and set local policies. The group also provides a directorate wide business and consultancy function.</p> <p>The group works jointly with a range of partner organisations to identify and deliver planned maintenance improvements and leads on several statutory duties including network management and safety and flood management.</p> <p>Based at the County Council's Network Management Information Centre (NMIC) in Leatherhead, the Traffic & Streetworks Team helps Surrey fulfill its Network Management Duty under the Traffic Management Act by Coordinating and Inspecting works in progress on the road network and designing/maintaining Surrey's Traffic Systems assets.</p> <p>The post holder is required to assist the Traffic Systems Maintenance Engineer (East or West), , to maintain, refurbish and develop Intelligent Transport Systems and ensure their operational safety and efficiency. The post holder will be part of a team responsive to the demands and priorities of the wider directorate to maintain systems, which provides a safe and efficient road network using ITS and other infrastructure to manage congestion</p> <p>The post holder will be required to work on site and to manage and be part of the rota and stand-by arrangements for making use of the systems available at the NMIC to respond to congestion or incidents on the network when they occur.</p>
Line management responsibility if applicable	No direct line management responsibility for Council Officers, however the post holder will assist the Traffic Operations Team Leader and the Traffic Systems Maintenance Engineers in the performance management of the County's Specialist Traffic Systems Contractor, along with providing day-to-day technical support and advise to the Contractor's workforce.
Budget responsibility if applicable	The post holder will assist the Traffic Operations Team Leader and the Traffic Systems Maintenance Engineers with the financial management of a revenue budget of approximately £750k and a capital budget of £1.2m per annum.

<p>Representative Accountabilities Typical accountabilities in roles at this level in this job family</p>	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Undertake and coordinate projects, feasibility studies and reviews in a defined area of activity to support and enhance service delivery. • Provide a range of specialist services advising and assisting customers in area of expertise, to maximise service quality, efficiency and continuity. • Plan and prioritise own work activities for the months ahead, to ensure operational efficiency. • Respond effectively to changing demands, adjusting priorities as needed. <p>Policy and Compliance</p> <ul style="list-style-type: none"> • Ensure personal and where appropriate team compliance with established protocols, procedures and practices. • Audit and monitor compliance of 3 parties with council requirements. <p>People & partnerships</p> <ul style="list-style-type: none"> • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery. • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. <p>Resources</p> <ul style="list-style-type: none"> • May be required to maintain specialist equipment, systems and software (or maintain knowledge of these in some roles) • May manage or assist with budget/resource management in accordance with the council policies and procedures. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate. <p>Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and <u>take reasonable care for the health and safety of themselves and others.</u></p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Educated to 'A' level, HND standard, or equivalent or able to evidence ability at an equivalent level. • May require a qualification relevant to the specific nature of the role. • Knowledge of relevant legislation, practices and policies applicable to specialist area. • For some roles a relevant degree may be required. • Excellent IT skills, including MS Office and database management systems. • Ability to undertake technical work relevant to the role. • Excellent written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders. • Previous experience processing, analysing and reporting data. • Previous practical experience in a relevant field. • Ability to manage a range of projects through to completion. • Effective interpersonal, influencing and negotiation skills. • Experience of leading a team (where appropriate).

<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Holding or working towards HNC/HND qualification or NVQ equivalent. Knowledge and appreciation of current intelligent transport systems including control methodology, techniques standards, specifications, regulations, practice and hardware & software applications. Experience in civil/traffic engineering. Knowledge/experience of Procurement of works and service contracts. Experience of working with contractors to improve service delivery Experience in design, operation and maintenance of traffic control systems. Experience of Computer Aided Design (CAD) systems. Experience of monitoring programme delivery budgets. Experience of working with Contractors on site to deliver projects. Must hold a full UK driving licence</p>
<p>Role Summary</p>	<p>Roles at this level may manage a straightforward operational activity or small team or provide specialist support services or they are at a graduate level of a professional discipline. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical or specialist disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with customers, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management.</p>

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