**Job Description**

DIRECTORATE: Communities

**DEPARTMENT:** Operations – Community Services / Highways & Green Spaces / Traffic Management & Parking

**POST:** Traffic Management Technician

**GRADE OF POST:** Grade 6

**RESPONSIBLE TO:** Traffic Management Officer

**JOB PURPOSE:**

To provide support and contribute to the effective, efficient and proper running of the functions undertaken by the Traffic Management and Road Safety Section.

To assist with technical administrative organisation of the Traffic Management and Road Safety Section.

**PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

* Assist with the assessment and preparation of reports on engineering matters relating to Traffic Management
* Assist in the examination of highway schemes and provide advice on issues such as Traffic Regulation.
* Assist with the updating and checking of the highway records including mapping of authority traffic regulation orders and collision / incident data analysis.
* On site monitoring of progress and suitability of road engineering safety schemes.
* Responding to road safety and Traffic Management requests from members of the public, councillors and internal departments and external organisations
* Assessing applications to determine if proposal are likely to impact on road safety and compiling appropriate response
* Liaise with the police, community councils, statutory undertakers and developers as necessary
* Provide help and advice to individuals and other organisations on traffic management issues.
* Assist with the preparation of plans, documents and estimates for budgetary purposes
* Assist with contract document preparation and other routine office duties
* Dealing with potentially contentious issues related to road safety and traffic management issues, identifying and exploring potential solutions.
* Produce plans relating to traffic management projects using Geographical Information Systems and similar mapping systems and maintain/input data received in relation to accident statistics
* Attend site to assess traffic management requests.

**GENERAL DUTIES**

**Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](http://www.bridgenders.net/healthandsafety/Documents/Policies/Corporate%20Health%20and%20Safety%20Policy.pdf)

**Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

**Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees.  Any concerns should be reported to the Adult Safeguarding Team or Children’s IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Person Specification**

**Traffic Management Technician**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

| **Attributes** | **Requirements** | **Essential** | **Method of Evaluation/ Testing** |
| --- | --- | --- | --- |
| **Qualifications, Education & Training** | * A good standard of education, preferably to BTEC or demonstrate competence through experience
 | Yes | Production of original Qualification Certificates and application form. |
| **Knowledge & Experience** | * Experience of dealing with queries and preparing correspondence and reports.
 | Yes | Interview, application form and selection process. |
|  | * Knowledge of Traffic Management issues.
 | Yes  |  |
|  | * Knowledge of key legislation including Highways Act 1980 and RTRA 1984 and TSR&GD.
 | Yes |  |
|  | * Knowledge of Mapping software and IT systems.
 |  |  |
|  | * Knowledge of highway road safety measures.
 |  |  |
| **Skills & Personal Qualities** | * Excellent communication skills, including telephone, written and various internet communications systems.
 | Yes | Interview, application form, and selection process. |
|  | * Ability to prioritise and focus on objectives.
 |  |  |
|  | * Ability to organise own workload with minimum supervision.
 | Yes  |  |
|  | * Clean driving licence and occasional use of a motor vehicle for use during working hours.
 |  |  |
|  | * The ability to communicate through the medium of Welsh.
 |  |  |