# Job Outline

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| **Post:** | Structures Technician (Alness) |
| **Location:** | Alness (Osprey House, Alness Point Business Park, Alness IV17 0UP) |
| **Hours:** | 35 per week |
| **Duration:** | Permanent |
| **Service:** | Place |
| **Grade:** | HC06 |
| **Contact Name:** | Andrew Tryon |
| **Contact email:** | Andrew.tryon@highland.gov.uk |

## Job Purpose

The purpose of this job is to assist with the inspection and management of the road network, provide technical support including minor design schemes and prepare and supervise maintenance works. The working area is the full Highland Council area.

## Job Description – Key Duties and Responsibilities

- Complete and report inspections of all types of road related structures including, but not limited to, footbridges, road bridges, culverts, cattle grids and retaining walls. Additionally, inspect ancillary items such as road restraint systems (RRS).
- Inspect structures on development sites to ensure compliance with the conditions of planning and road construction consents.
- Utilise and update information in the asset management database.
- Design of maintenance and minor improvement schemes.
- Assist in the preparation and supervision of annual maintenance programmes.
- Supervision of external contractors.
- Inspection of structural aspects of flood defence measures.
- Assist with the inspection of watercourses with respect to flooding and maintenance issues relating to structures.
- Prepare reports for/keep records of works on site and identify remedial works when required.

- Liaising with Statutory Undertakers and their contractors in relation to the New Roads and Street Works Act and Transport (Scotland) Act using the Scottish Roadworks Register.
- Deal with applications relating to occupation of the road.
- Inspect and report on queries, insurance claims and complaints from members of the public.
- Preparation of traffic orders.
- To liaise with the public and other agencies.

### Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

The post holder may be required to stay away from home, including weekends, while working throughout the Highland area.

## Person Specification

### Essential Attributes

1. In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.
2. Ability to plan and organise activities to meet deadlines.
3. Ability to communicate in an effective manner, including writing clear and concise reports.
4. Ability to respond to and identify changes to priorities.
5. Ability to persuade and influence others, and demonstrate Customer Care.
6. Ability to make use of technical and statistical information.
7. Ability to make best use of ICT, including using specialised software packages.
8. Logical approach to problem solving.
9. You will be expected to live in or in the vicinity of the Highland Council area.
10. You will be expected to travel efficiently and effectively across the road network in the Highlands to meet the operational requirements of the Service. Occasional evening work and stays away overnight may be necessary, including weekends.

### Ideal Attributes

1. ONC/HNC in Civil or Structural Engineering or equivalent.
2. Ideally you will be able to provide evidence of the following.
    a. Experience of undertaking structures inspections and producing reports.

b. Experience of designing and/or supervision of minor road or bridge improvement schemes.
c. Understanding of procurement processes.

The role is permanent. As such, the length of time for which a candidate has a right to work will be a material consideration in selection. Candidates with a time limited right to work should state this in their application. If you have any questions about this, please do not hesitate to contact us.

Candidates lacking an HNC in Civil Engineering will be considered but will be expected upon employment to study to attain an HNC with support from the Council. For candidates lacking the requested attributes, the Council may at its discretion offer the post at a lower grade than advertised until the attributes are achieved.

## Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

## Interview

As part of the in-person job interview process, candidates will be asked to sit a written exercise to test their ability to communicate in written English. The test will be handwritten and shall take 40 minutes.

Reasonable adjustments can be made for candidates if required for disabilities or other circumstances. Any candidates who will require adjustments should provide details of this in their application form. We may contact you to discuss this before the interview.

If you have any questions about this, please do not hesitate to contact us.

The Highland Council
Comhairle na Gàidhealtachd






















