ORKNEY ISLANDS COUNCIL

Technician – Operations Support

Hatston Office, Kirkwall

At a glance:

Grade: G
Salary: As per advert

Allowances:

- Distant Islands Allowance, where applicable
- Standby/On call Allowance

Job Purpose:

Provide Operational and Technical Support to the Roads and Grounds Services Operations Team in the delivery of planned, cyclic, reactive and emergency works across Roads and Grounds Services, in particular Roads Construction and Maintenance together with the associated infrastructure, Winter Service and Emergency response.

The post requires that all works are planned and carried out as detailed by the Team Leader Operations and directed by the Team Manager Roads and Grounds and executed by the workforce in accordance with technical and legislative guidance, Health and Safety requirements and Council Policy.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Investigation and survey works including setting out to line and level and the collection of survey data.
Carry out the technical supervision of works on site.
Organisation and supervision of Foremen and frontline staff as directed by the Team Leader Operations.
Processing of works orders and instructions in accordance with agreed procedures.
Co-ordination of all information required to progress works, including technical details, service plans, regulatory notices and notifications. This will require liaison with staff within the Roads Support Team, other members of staff within the Council, statutory undertakers, contractors and other agencies and organisations outwith the Council.
Production of works programmes for approval, the monitoring of the progress of projects and the reporting of problems.
Ensure that projects are completed in accordance with approved programmes of works including liaison with the Stores and Warehouse Team for the supply of materials, goods and services.
Ensure all works are carried out in accordance with the relevant Health and Safety legislation with particular reference to the CDM Regulations and the projection of Risk assessments and Method Statements.
Comply with quality procedures and assist with the maintenance and monitoring of quality systems within the Roads and Grounds Service.
Represent the Roads and Grounds team as required, normally in support of the Team Manager Roads and Grounds.
Assist the Store s and Warehouse Team as required, normally in support of the Warehouse and Procurement Officer.
Driving a small van will be required when on out of hours standby / call out duty, and for the technical supervision of works on site.
Measurement of works on site and the submission of valuations for payment purposes for approval. Preparation of budget quotations.
Authorised to sign orders up to a value of £5,000.
Use a range of computer packages including Microsoft Office and Associated programmes, CAD, Symology, WDM, New Horizon and other software packages as required.

The postholder will be office based but will involve working outdoors and travelling between locations. Generally, the postholder can take shelter when necessary but will be required to work outdoors exposed to all weather conditions on occasions.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

The minimum knowledge required for this role can be evidenced by either: Holding a qualification at SCQF 6/7 i.e., SVQ3, National Certificate, Foundation Apprenticeship, Higher, Advanced Higher, Scottish Baccalaureate, HNC, Certificate of Higher Education in a construction, engineering, or waste/environmental related subject **OR** Having a minimum of 3 years previous relevant experience, as detailed in the experience section of this person specification.
Hold a full and current Class B driving licence.

Requirements of the Role

Disclosure/PVG:	Level 1 Disclosure	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	Yes	Term Time Post:	No