JOB OUTLINE	
JOB TITLE: Roads Officer – Street Lighting	**JET CODE: 2175**
SERVICE: Road Services	
DIVISION: Infrastructure	
REPORTING TO: Senior Roads Officer – Street Lighting	
RESPONSIBLE FOR: Street Lighting Electricians	

JOB PURPOSE:

To assist the Senior Roads Officer – Street Lighting in delivering and developing the range of street lighting services provided by Road Services including, but not limited to, road lighting maintenance; street lighting design; new works contracts and certification for road lighting.

To provide day-to-day supervision of staff within the street lighting unit, maximising efficiency of service delivery within specified standards and approved budgets and complying with the Council's policies and plans with a commitment to best value.

MAIN DUTIES:

- Assist in managing and co-ordinating the full range of street lighting functions on the network, ensuring Council obligations are met with regard to responsibilities as the local Roads Authority.
- Assist in the preparation and implementation of a business plan for short and long-term service delivery aligned with the Council Plan.
- Assist in the supervision of staff and workforce within area of responsibility, including dealing with formal grievance and disciplinary matters in accordance with Council policies.
- Assist in developing policies, procedures and strategies relating to Road and Transportation and ensure effective and efficient implementation.
- Assist in the welfare, safety, training and development of staff within area of responsibility.
- Ensure compliance with performance standards set by the Scottish Government and Council in the delivery of a quality service.

- Responsible for the co-ordination and supervision of internal street lighting electricians, ensuring the best use of resources for the maintenance of the road lighting related infrastructure.

- Checking Road Construction Consent street lighting designs. Testing and inspection of Road Construction Consent sites.

- Identify, prepare and design street lighting and prioritise structural and cyclic road lighting maintenance works for inclusion in the annual revenue budget programme.

- Prepare cost estimates of the various works for the Senior Roads Officer – Street Lighting and assist the Senior Roads Officer – Street Lighting in the preparation of a street lighting works programme.

- Prepare and issue works orders and contract documentation to internal and external contractors for the implementation of projects and maintaining project records.

- Ensure all works are designed, implemented and managed in compliance with all current Health and Safety legislation including the Construction (Design and Management) Regulations.

- Deputise for the Senior Roads Officer – Street Lighting.

- Ensure road lighting compliance with IET Wiring Regulations (BS7671).

- Investigate, report and make recommendations on Insurance Claims to assist the Council's Insurance Brokers evaluate claims.

- Design and implementation of improvements to the road lighting network.

- Consult with and inform all interested parties affected by improvements or alterations to the public road lighting.

- Implement improvements to the public road lighting financed from external sources and other services.

- Investigate, take action and inform the Team Manager – Structures/Flooding & Street Lighting regarding infringements of the Acts of Parliament governing the public road lighting, such as Roads (Scotland) Act 1984.

- Give advice, from a road lighting maintenance viewpoint, on the likely impact of planned lighting on the public road.

- Assist in the resolution of any emergency situations such as road traffic accidents associated lighting apparatus and other lighting faults or problems etc.

- Control, monitor and develop the Council's Street Lighting Database (WDM).

- Contribute to team meetings, ensuring that Council, departmental and team issues are discussed.

- Prepare, manage and monitor the execution of Street Lighting Maintenance/Civil Engineering work on the road network undertaken internally or externally.

- Prepare, manage and monitor electrical and structural testing for all street lighting installations on the road network.

- Establish and maintain a maintenance programme for all lighting installations on the road network.

- Provide engineering advice on all issues in relation to the Street Lighting functions of Road Services.

- Represent the Service as required at meetings with other services, outside bodies and community representatives.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- HND or equivalent professional qualification in a related technical subject with street lighting experience.

Disclosure Scotland:

- None.

Scottish Social Services Council:

- None

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	HND or equivalent professional qualification in a related technical subject with street lighting experience. As you are required to travel to manage the workload, driving is essential and you must hold a current driving licence.	Degree in related discipline. Membership of a professional body such as Institution of Lighting Engineers, ICE, IStruct E, IHT, CMI, ILP. ILE Lighting Diploma parts 1, 2 and 3.
Previous Experience (Paid & Voluntary Work)	Relevant experience of overseeing street light assets or similar within a local authority environment. Experience in supervising street lighting maintenance, design and new works. Experience of Civil Engineering contract management and in the management of technical and frontline staff engaged on road maintenance. Experience in business planning and financial management. Experience of overseeing the provision of street lighting in a local authority environment.	
Knowledge/ Skills /Competencies	Knowledge of current street lighting design standards BS5489 and EN13201 applicable to lighting renewals and improvements and ability to effectively use relevant software applications. Knowledge of the GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. Knowledge of street lighting maintenance techniques and regimes.	Knowledge of road network management functions in a local authority and related legislation.

	Knowledge of objective street lighting condition assessment systems to determine structural and electrical safety. Knowledge of road network functions in a local authority and related legislation. Ability to design street lighting renewal and improvement schemes. Knowledge of Contract Procedure, Specifications and Conditions of Contract. Knowledge of computer aided design and programme packages.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to take instructions and accept responsibility. Ability to work and communicate effectively with others. Flexible approach to work. Ability to prioritise and manage time effectively.	Be willing to undertake further training and development relevant to the post.
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	