

Kent County Council

Job Description: *Signs and Lines Asset Assistant Engineer*

Directorate:	Growth, Environment and Transport
Unit/Section:	Highways, Transportation and Waste – Highways Asset Management
Grade:	KR8
Responsible to:	Signs and Lines Asset Manager

Purpose of the Job:

Using excellent technical, management and people skills you will assist the Asset Manager to deliver a commonsense approach to the provision and maintenance of traffic sign and road markings, balancing asset management principles, network condition and local needs.

This will include (but not be limited to) assisting the Manager to identify, develop, plan and deliver an annual Capital Lining refreshment project and an all-service area High-Speed Road (HSR) Maintenance Program in an efficient and cost-effective way. You will also be required to assist in co-ordinating a countywide sign asset data collection project and assist in improving our knowledge and management of the Signs and Lines asset.

You will ensure an excellent customer experience of the programmes that you help deliver and liaise closely with internal and external partners. You will be the lead for dealing with enquiries for damaged /missing (non-illuminated) bridge height signs. Working with the Structures Team and Street Lighting Contractors to investigate, (redesign in most cases), and order replacement works.

Main duties and responsibilities:

- 1) Assisting the Manager to deliver a commonsense approach to traffic sign and road marking maintenance, balancing asset management principles, network condition and local needs, and ensuring the development and delivery of planned works.
- 2) To help carry out the design, procurement, contract administration, site supervision and financial control of planned maintenance projects.
- 3) To undertake site investigations and surveys in relation to highway maintenance projects.
- 4) To prepare works information for highway maintenance projects including drawings, simple sign face drawings (using SignPlot software), schedules and bills of quantities as appropriate.
- 5) To organise road closures as necessary, producing Traffic Regulation Orders and diversion route plans.
- 6) To carry out site supervision of highway maintenance projects to ensure good quality in workmanship, raise defects if required and keep accurate site records and photographs. (There is an expectation to undertake some nighttime supervision on the HSR Program).
- 7) To liaise with other service departments and organisations to keep everyone updated on the progress within multiple projects.

- 8) To investigate and respond to complaints and queries raised internally and by members of the public who are reporting faults on our highway network with regards to the HSR, bridge height signs and general queries relating to Kents traffic signs and road marking provision and policy and to do so in compliance with corporate standards. Referring the complex issues or decisions to the manager.
- 9) To review Technical Approval requests as required, relating to the new provision and maintenance of the Signs and Lines asset as set out in the appropriate guidance note.
- 10) To assist in data collection to improve our knowledge of the Signs & Lines asset.
- 11) To assist in reviewing Kents policies and practices relating to the Signs and Lines asset. With a view to updating guidance documents and improving Kents asset management approach.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Signs and Lines Asset Assistant Engineer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted. **Applicants should describe in their application how they meet these criteria.**

	CRITERIA
QUALIFICATIONS	Good general education to GCSE or equivalent level, including passes at C grade or Higher in Maths and English. City and Guilds accreditation in Streetworks: NRSWA Accreditation
EXPERIENCE AND KNOWLEDGE	Relevant experience of working in the construction or allied industry, demonstrating technical expertise across a wide range of highway assets. Working knowledge of Health & Safety, Risk Assessment and CDM Regulations. Basic knowledge of national and local highway construction standards and techniques. Basic knowledge of the national and local legislation and guidance documents relating to Signs and Lines: Such as Traffic Signs & General Directions 2016 and Traffic Signs Manuals. An understanding of Asset Management principles.
SKILLS AND ABILITIES	Ability to communicate effectively and to deal with the public in difficult circumstances. This includes the ability to write letters and to demonstrate an excellent telephone manner. Ability to travel across a wide geographical area in a timely and flexible manner. Ability to work (some) night shifts. An aptitude for the use of various computer systems. Ability to analyse information and problem solve. Ability to manage workloads and prioritise effectively. Organised with attention to detail. Self-motivated and able to influence others to achieve best results
BEHAVIOURS AND KENT VALUES	Kent Values: We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make