MORAY COUNCIL

**JOB DESCRIPTION**

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| **(1) JOB IDENTITY** | | | |
| **POST TITLE :**  **SECTION :**  **REPORT TO :**  **GRADE** **:** | Technical Clerk  Direct Services - Transportation  Engineer  SJC Grade 5 | **DEPARTMENT :**  **LOCATION :**  **POST NO :** | Environmental Services  HQ, Elgin  MOR07344 |

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| **(2) JOB PURPOSE AND WAY OF WORKING** |
| To provide technical, clerical and administrative support to management and technical staff. Dealing with members of the public. Maintaining and monitoring records/inventories. Preparing drawings using CAD and GIS systems. |

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| **(3) MAJOR TASKS** |
| 1. Administration of Works Orders and Contract Works 2. Office Administration 3. Dealing with the public and statutory duties 4. Inventory control, monitor and control equipment calibration 5. Assist with site surveys, measurements and valuations 6. Prepare drawings using CAD, GIS or manual presentation 7. Dealing with insurance claims |

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| **(4) REPORTING RELATIONSHIPS This job is indicated by \*** |
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| 1. **DUTIES TYPICALLY INCLUDE** |
| 5.1 Administration Of Works Orders And Contract Work   1. Assist Engineers and Technicians with monitoring of works orders.    1. **Office Administration** 2. Undertake office administration. 3. Assist with the compilation of Performance Indicators. 4. Assist with the compilation of Quality Management and Health and Safety Documentation. 5. Collate records, reports etc. for Performance Audits. 6. Collate utility plans for other team members as and/when requested.    1. **Dealing With The Public And Statutory Duties** 7. Assist in taking and processing of queries and complaints. |

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| **(5) DUTIES TYPICALLY INCLUDE (cont)** |
| 5.3.2 Assist in dealing with Statutory Duties.  **5.4** **Inventory Control, Monitor and Control Equipment Calibration**   1. Assist in creating and updating an inventory for the section.    * 1. Check equipment against inventory.      2. Ensure calibration is carried out as required.      3. Prepare databases of surveys, orders etc.      4. Maintain databases and provide reports for Technical Staff as required.   **5.5** **Assisting With Site Surveys, Measurements and Valuations**   1. Assisting Technical Staff on site including site measurement. 2. Assisting with the compilation and submission of interim and final valuations. 3. Periodically collect traffic data from fixed site counters for vehicle and pedestrian/cycle counter sites. 4. Periodically install temporary counter equipment as and/when required. 5. Periodically install “flashing” warning signs at various locations.   **5.6 Prepare Drawings using CAD, GIS or Manual Presentation**   * + 1. Prepare drawings for technical staff using CAD, GIS or manual drafting as required.   **5.7 Dealing with Insurance Claims**   * + 1. Preparing Reports on third party claims against the council     2. Contact claimants as and/when required to complete any insurance claims     3. Answering queries from the Council’s insurers     4. Appearing in court to give evidence on the condition of the road or the date of an inspection, if required   **The above is intended to provide a clear but concise statement of the present Major Tasks and Activities of the job. It is not an exhaustive list of all the detailed duties.** |

SIGNATURES AND ADMINISTRATION ONLY

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| *Author's Signature :*  *Postholder's Name :*  *Supervisor's Name :* |  | *Validator's Signature :*  *Signature :*  *Signature :* |  |

**MORAY COUNCIL**

**PERSON SPECIFICATION**

**Post:** Technical Clerk

**Department:** Environmental Services

**Date Specification Completed:** 8 August 2019

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL *The minimum acceptable levels for safe and effective job performance*** | **DESIRABLE *The attributes of the ideal  candidate*** |
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| 1. **Experience** | Experience of civil engineering or traffic engineering practices | Workplace experience in a design office or construction site |
| 1. **Education & qualifications\*** | \*Four standard grades (or equivalent) at level 3 or above including Maths, English and science or technical subjects | \*Higher grades (or equivalent) in Maths, English and science or technical subjects |
| 1. **Skills/abilities (general)** | A working knowledge of Microsoft Word, Outlook, Internet Explorer and Excel  Experience of AUTOCAD, GIS or other drafting systems |  |
| 1. **Skills/abilities specific to post\*** | Ability to prioritise tasks  Ability to work on own initiative, to a strict timetable to meet deadlines  You will be expected to travel efficiently and effectively between various locations within and beyond Moray. Due to the rural nature of Moray this is normally undertaken by use of a car/van | Knowledge of Roads and Public Utility Legislation  Familiar with specialist software and general purpose packages |
| 1. **Inter-personal & social skills** | Ability to communicate efficiently and effectively with a wide range of contacts  Ability to develop positive working relationships and contribute as part of a team  Willingness to accept direction/delegation  Professional approach in all areas |  |
| 1. **Working environment & physical demands** | Ability to work flexibly to meet the needs and demands of the service  Ability to work in a shared office  Ability to work in different offices depending on the needs of the service  Ability to work outdoors |  |

**\* Candidates will be required to show these documents if invited for interview.**

**Satisfactory Disclosure Scotland check required?**  XXX / NO

**Satisfactory pre-employment medical screening required**? XXX / NO