

JOB DESCRIPTION

Job Title	Traffic Engineering Technician		
Directorate	Infrastructure & Transport		
Reporting to			
Grade	11		
Evaluation ref:	AG0519	Job ref:	Family
Role purpose			
<p>The Jobholder will provide technical support and expertise to traffic engineers and project managers in the delivery and management of traffic and highway related schemes and projects. The role contributes to safer, more efficient, and sustainable transport infrastructure.</p>			
Responsibilities			
<p>Provide assistance and support to the Traffic Engineer and cover during periods of absence. This will comprise a greater involvement in the public interface, audits and in the operational liaison meetings with the service provider where decisions on service delivery will be required.</p> <p>Give technical advice to elected members of the Council and others on traffic management issues. This will include technical explanations of programmes and priorities and advice on the delivery of schemes.</p> <p>Will undertake specified traffic design work, which will comprise:-</p> <ul style="list-style-type: none"> • On-site needs and location assessment, in accordance with Traffic Regulations. • Design of signing and road markings, using specialist computer aided design packages. • Undertaking checks on utilities services in accordance with the New Roads and Streetworks Act. • Issue of works orders to the service provider and follow up checks on completion to meet specification. <p>The preparation of reports. This will include drafting of written reports, preparation of presentations and provision of technical data and information.</p> <p>Establish priorities, reviews/amends programmes of work through close and regular liaison with colleagues and service provider staff and with reference to the Council policies, standards and procedures.</p> <p>Will, as appropriate, participate in specific projects designed to improve the service, for example, participation in the Best Value Review.</p>			

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In terms of specific project work, such as traffic engineering improvement works, the job holder will assist the Traffic Engineer in the identification, design, prioritising and issuing orders for improvements, up to the value of £50,000.

Will, as necessary, assist in the management of emergency situations. This may involve, for example, input to decisions as to diversionary routes, compiling status reports and liaison with the service provider concerning the resources to be employed.

Will develop and maintain close working relationships with other Groups within the Department to ensure effective and efficient execution of the Groups responsibilities. Ensure effective communication at all times.

Maintain awareness of the Department and Group's documentation, legislation, procedural and other requirements/changes so as to ensure an effective standard of work.

Ensure quality procedures are followed in all aspects of work carried out within the Group.

Will be expected to play a full part in auditing the service provider's design, implementation and measurement of highway work so as to input into the assessment of the quality of the works carried out in the highway. This will include giving technical advice to the local team.

Finance

Assist in issuing the service orders to the service provider to authorise expenditure within the Area (this is through knowledge of the proposed programmes and any pertinent technical issues) check invoices as instructed.

Monitor expenditure against the agreed financial profiles produced by the service provider.

Ensure that the income to the service from rechargeables is maximised.

Support the provision of the Statutory Function.

Provide technical input into identifying and making recommendations on priorities to ensure that the statutory function is delivered. Where funding resources may compromise this there is an over-riding responsibility to protect the highway user from any significant hazard.

Will undertake work relating to the checking and design of new signing requirements to comply with Traffic Regulations.

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Will give advice on applications for Disabled Parking Bays, Residents Parking, Tourism Signing, events etc. and as appropriate check compliance with the conditions applied.

Provide advice on issues concerning Traffic legislation.

Co-ordination Role

To assess, filter and collate requests, in accordance with laid down guidance, for improvements on the highway network so as to ensure that the available resource is focused on the Council and community priorities and also for input into the Area programmes.

Develop an awareness of political, community, environmental and technical issues, so that appropriate influence can be used to maximise benefit for the community, e.g. parish contributions for signing/lining gateway schemes, etc.

Provide technical knowledge on issues such as development so as to understand their impact on the highway and the highway user.

Provide technical support in the co-ordination of activities of the Council and others on the highway, i.e. close coordination between lining and surfacing/surface dressing maintenance programs.

Through knowledge of the local and technical issues to advise the Traffic Engineer on scheme priority and programmes.

To assist in the identification of information which is to be disseminated/published and consult as appropriate with the community.

Interface Role

Disseminate documents and relevant information regarding the service to the members, the public, etc to allow informed communication and consultation.

As part of the team, act as a point of contact for the public, interest groups, parish councils, etc, receiving reports, providing information etc.

To provide assistance to the Traffic Engineers, as a point of contact with councillors, ensuring they have regular updates as to traffic engineering issues effecting their divisions, that they can input to the development of future work programmes and to support their role within the community.

Prepare information on behalf of the Traffic Engineer or a named media contact for the Council, for the Press Office, to ensure that necessary information and items of interest are publicised.

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Impact

Contacts & Relationships

Elected members of the City, Town and Parish Councils to provide professional advice or to discuss issues related to the service.

Managers of the service provider concerning contract issues. This is through informal meetings, and on an ad-hoc basis.

Senior managers and professionals within the Council, other authorities and agencies. For the purposes of liaison, negotiating, gathering information, comparing performance, etc.

Staff within the Highways Management Group to discuss/liaise on technical issues and to provide necessary support.

Resources

Assists in the administration of ordering and monitoring of the Traffic Management budgets.

Contacts made, by letter or telephone, to individual highway service offices have recently been measured at a level of up to 35,000 per annum per Area.

The Jobholder will assist in the traffic management of a length of highway network up to 2000km in length.

	Essential	Desirable	
Knowledge			
Understanding of traffic regulations and highway legislation (e.g. Road Traffic Regulation Act, Traffic Signs Regulations, New Roads and Street Works Act).	X		
Knowledge of traffic engineering principles and practices.	X		
Awareness of council policies, standards, and procedures related to traffic management.		X	
Familiarity with GIS Mapping systems.		X	
Familiarity with political, community, and environmental factors affecting traffic schemes.		X	

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Experience			
Previous experience in a Highways / Traffic Management environment.	X		
Experience working in a public facing advisory setting.		X	
Qualifications / Registrations / Certifications			
HNC in Civil Engineering or similar field or significant relevant experience.	X		
Evidence of continued professional development.	X		
Additional relevant qualifications or certifications.		X	
Skills			
Holds a current driving license.	X		
Ability to work collaboratively with a range of stakeholders.	X		
Strong written and verbal communication skills.	X		
Ability to act on own initiative to include Problem Solving and Decision Making.	X		
Proficient in Microsoft applications.	X		
Ability to manage and prioritise multiple tasks.	X		
Working Conditions			
<p>This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:</p> <ul style="list-style-type: none"> - Work Hours: Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events. - Location: The primary work location is County Hall, with opportunities for remote work as per organisational policies. - Travel: Some travel within the local area may be required for meetings, site visits, and community engagement activities. - Work Environment: The role involves working both independently and as part of a team, with access to modern office facilities and resources. - Health and Safety: Adherence to all health and safety regulations is Mandatory, ensuring a safe working environment for all employees. 			

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Working Arrangements
Somerset Council's dynamic Working Strategy will be applied to this position.
Corporate Responsibilities
Understand, uphold and promote the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: August 2025