

Kirklees Council, Highways Asset Management

Technical Officer (Highway Network Management & Co-ordination)

The Network Management & Co-ordination Team within Asset Management is responsible for the co-ordination of street works, roadworks and road closures, and the inspections of works in accordance with the Council's Permit Scheme for Roadworks and Street Works. The Team also deals with communications regarding planned and un-planned incidents and emergencies that affect the highway, as well as the identification and reporting of defective apparatus and issuing of licences and consents for temporary highway obstructions such as skips, hoardings etc.

On a day-to-day basis the Technical Officer role can be varied. This is a role that will involve working closely with and supporting the Engineering team, including permit co-ordinators and inspectors, in order to support the council's network management duty. As a Technical Officer, you will:

- Prepare monthly pre-invoice schedules for permit fees, provide information to Finance for monthly invoices, and liaise with utility companies to resolve any permit fee queries.
- Record details of inspections carried out, including signing, lighting and guarding, reinstatement, defective apparatus, permit condition checks, and overruns, and informing works promoters of non-compliance and rectification required
- Maintain appropriate records to help ensure the recovery of relevant fees and charges.
- Create S58 restrictions from applications received from internal teams.
- Update Street Manager and public-facing roadworks websites to show information relating to works, activities, and events on or affecting the highway, including temporary obstructions permitted Highways Act 1980 such as builders' skips, scaffolding, and hoarding.
- Run standard reports and collate information.
- Collate and circulate information from Street Manager submitted as part of permit applications, including managing a number of generic email accounts.
- Validate NRASWA permit application data against current technical requirements and liaise with works promoters to agree corrections.
- Attend meetings as required.
- Investigate service requests and enquiries received relating to NRASWA permits/permit activities and assist with formulating replies.
- Site inspections as required to validate NRASWA permit data, including for service requests and enquiries, Section 74 overrun charges and fixed penalty notices.