

Job Description

Area	Operations and Maintenance
Job Title	Operations Technician
Reporting To	Operations Manager
Contract Type	Full Time Permanent
Salary	£28-32k
Benefits	Private pension. Excellent training and development opportunities.
Location	O&M Facility – Edgewater Rd, Belfast
Working Hours	Normal Office Hours - 5 days per week. Will be expected to work outside of office hours when necessary, and participate in Duty Officer on-call rota
Minimum Qualifications	Tertiary qualification in an appropriate technical discipline
Minimum Experience	Experience in similar Operations role
Desirable Experience	Experience of ERP system administration, CAD/GIS systems experience
Job Summary	Reporting to the Operations Manager, the candidate will oversee the planning and coordination of Operation and Maintenance works on a busy highway management project.
Principal Functions	<ul style="list-style-type: none"> • Assist with day to day planning and organisation of ITL operation and maintenance activities • Assist with preparation of Annual, Monthly, Weekly and Daily works plans in conjunction with Operations Manager • Organisation of roadspace booking and record keeping on all roadspace occupation • Preparation of works packs for TTM and O&M works including AutoCad Cone 8 TTM drawings as required • Administer RMS (maintenance management) system and ensure compliant recording and completion of O&M works and inspections • Input into life cycle planning for highways assets • Planning, organisation, and reporting on fleet, plant & equipment maintenance. • Liaison with the Operations Supervisor in relation to maintenance and training requirements to minimise their effect on ongoing works. • Assist with production of reports and documents to an acceptable standard as required • Preparation of DBFO1 Availability Records • Any other duties as required

Core Competencies and Attributes	<ul style="list-style-type: none">• Logical;• Computer literate;• Ability to work on own initiative;• Strong planning and organisational skills• Good verbal and written communication skills.
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This job description is intended to give the post holder an appreciation of the role envisaged for the post and the range of duties to be undertaken.

It does not attempt to detail every activity. Specific tasks & objectives will be agreed with the post holder at regular intervals.