



# **North & Mid Wales Trunk Road Agent**

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## **Technician Inspector Structures**

### **Recruitment Pack**



# Welcome from the Head of Service



**DAVID COOIL**  
NMWTRA HEAD OF SERVICE

At the NMWTRA, we help create a road network that connects people and places in a safer, greener and more reliable way.

We work on projects across North and Mid Wales that address some of the country's most critical challenges. From complex infrastructure, increasing transport needs, and climate change – we combine innovation, expertise, and technology to make North and Mid Wales a better place to live, work and visit.

You can contribute to work that will have a lasting positive impact on your local community with an organisation where diversity, equity and inclusion are shared values. We're committed to fostering a work environment that's supportive, respectful, and inclusive, with great opportunities for growth.

Why not give it a try? We would be very happy to consider your application to join our skilled, enthusiastic, and friendly team.

A handwritten signature in dark ink, appearing to read 'D. Cooil'.

## Where we're based

**Over 250  
employees based  
across North and  
Mid Wales.**

- Aberaeron, Ceredigion
- Bangor, Gwynedd
- Conwy
- Dolgellau, Gwynedd
- Halkyn, Wrexham
- Llandrindod Wells, Powys
- Newtown, Powys







Do you enjoy a challenge and like variety? If so, then this post may be for you.

We are looking for a Technician Inspector Structures to join an exciting and growing team.

**Salary:** S1 (SCP 12-17) £26,421 - £28,770

**Duration:** Permanent

**Location:** **Hybrid Working** from one of the following office locations;

Bangor / Halkyn / Llandrindod / Aberaeron / Conwy / Dolgellau / Newtown

**Closing date:** 11/04/2024

**Application forms and further details available at [www.gwynedd.gov.uk](http://www.gwynedd.gov.uk) or by telephoning 01286 679076.**

[Apply here](#)

## Purpose of post

To assist the Structures Maintenance Engineer in undertaking Trunk Road structures inspections and the delivery of the routine highway structures maintenance programme for approximately 1100 structures to the specified requirements of the Welsh Government Trunk road maintenance Manual and BD63 (CS450).

These posts will provide opportunity for accreditation through the Bridge Inspector Competency Scheme (BICS) and further education to ONC, HNC in civil engineering on a day release basis.

A group of construction workers wearing high-visibility orange and yellow safety suits and hard hats are standing on a concrete bridge deck. In the background, a large crane is visible against a blue sky with scattered clouds. The surrounding landscape consists of green hills and a body of water.

# Responsibilities

## **Inspection function**

- To undertake inspections including General and Principal and Special Inspections of trunk road highway structures in accordance with the Welsh Government Trunk Road Maintenance Manual (WG-TRMM) and Welsh Government Integrated Roads Information System (IRIS) and bridge station requirements.
- Identify, risk assess and prioritise WG-TRMM defects and unauthorised signs
- Undertake inspections (programmed or reactive)
- Generate Works Order information for defects with an estimated measure as required by the inspection data capture software in the IRIS system.
- Informing Assistant Route Managers, Traffic Officers, NWTMC or Emergency Services to enable Category 1 defects to be 'made safe' as soon as appropriate to do so.
- Inspecting, identifying and raising Section 81 New Roads & Street Works Act defects associated with utility reinstatements and raising associated Category 1 defect Works Orders for management by Assistant Route Managers / Partner Authorities.
- Liaise with Assistant Route Managers and/or Partner Authorities in respect of undertaking inspections, and making safe defects.
- To assist the Third Party Claims & Development Control Manager in dealing with claims.
- Undertaking surveys for the creation of asset inventory information detailing new and existing highway assets in accordance with WG-TRMM . The survey data is to be recorded on IRIS / WG structures management system SMS.

## **Routine Maintenance Function**

- Assist the Senior Structures Maintenance Engineers and Structures Maintenance Engineers in managing the highway structures routine maintenance programme including:
- Commissioning and supervising works unit and contractor resources to undertake routine maintenance works.
- Specify works requirements, monitor resource utilisation and authorise contractor / Partner Authority payments in accordance with the NMWTRA Schedule of rates (SOR)System (

## **RMMS (IRIS) Technical Administration**

- Record, validate, edit and upload inspection and survey data into the IRIS system including specialist inspection data. This will include supporting information for Category 1 Works Order generation (e.g. photographs and preliminary measures).
- Provide "uncompleted defect" reports and other supporting information to the Operations Unit as required.
- Assist the Senior Structures Maintenance Engineer with ad hoc project based Operational or Asset Reports from surveys, IRIS or other databases for the Delivery and Inspection Unit, Business Unit, and Operations Unit, Welsh Government and Others.



# Person Specification

**You should refer to these job specific criteria in your application form.**  
**Job Specific Criteria**

## **Essential**

We're looking for someone who is self motivated and committed, has the ability to work safely under pressure, able to work with limited supervision, and will frequently work hours which are outside normal hours as required.

## **Qualifications and relevant training**

### **Essential**

We're seeking someone who has 5 GCSE's (Grade C or above) or equivalent qualifications. English & Mathematics required

## **Relevant Experience**

### **Desirable**

We're looking for someone with experience in Highway Structures Inspection and or maintenance, experience of collating data and proven experience of working in an operational or service environment

## **Skills and specialist knowledge**

### **Essential**

Looking for someone who has well developed communication skills, both oral and writing, ability to work under own initiative and as a part of a team with good organisational skills. Good IT skills with ability to use IT and technology applications, creativity and problem solving skills and the ability to adapt quickly to changing situations.

## **Language requirements**

### **Essential**

The ability to speak English is essential for this role.

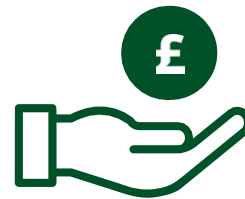


# Working for the North & Mid Wales Trunk Road Agent

NMWTRA is an exciting place to work. We have progressive policies and a commitment to training and development.



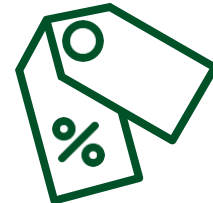
- 26 days of annual leave per year.
- 8.5 days of public and statutory holidays.
- Hybrid working minimum 2 days in the office.
- Flexible working hours.



- Incremental pay increase
- Generous Local Government Pension Scheme further information on the [Gwynedd Pension Fund](#) website.



- The opportunity to work in beautiful locations across North and Mid Wales including 1 national parks, 50 nature reserves and 1,680 miles of stunning coastline.



- Assisted car purchase & cycle to works schemes
- Lifestyle savings on groceries, holidays, eating out, DIY, electricals, insurance, motoring, and much more!



- On the job learning and exciting career development opportunities.
- Contribution towards the membership of professional bodies which are relevant to the work.



- MEDRA Counselling service - free and confidential counselling service for staff
- Generous maternity, foster, adoption, and shared parental leave