



Starting salary: £22,000 to £25,000
Position: Streetworks Officer
Reports to: Head of Infrastructure
Line Manager to: None

ROLE

Working within the Streetworks Team closely with the Streetworks Manager and Streetworks Project Manager and subcontractors. You will provide administrative support to the Streetwork Team and will be responsible for submitting Streetworks Installations notices to County Councils and any other duty deemed necessary by the Streetworks Manager or Streetworks Project Manager.

RESPONSIBILITIES

- Streetworks Permits, working with the Streetworks Manager to apply for permits and manage them.
- Carry out Video/photographic evidence of all areas of construction prior to start of construction works/.
- File all video/photograph information for future reference and in case of queries.
- General support to Streetworks Project Manager and Streetworks Manager e.g. Dealing with damage claims and defects.
- Support Streetworks Project Manager to ensure all equipment / plant machinery is maintained for the construction team.
- Post construction measure for permit closure.
- Updating of project records as needed and in support of Streetworks Project Manager.
- Experience of project scheduling, Microsoft Project, would be an advantage.

REQUIREMENTS

- Experience in general admin duties and Microsoft Office, particularly with databases and spreadsheets.
- Excellent oral and written communication and numeracy skills.
- Excellent planning, organisational and time management skills.
- Able to work on own initiative.
- Strong attention to detail.
- Team worker
- Full driving license

DESIREABLES

- Currently holds a Streetworks qualification.
- Desirable, knowledge of Symology
- Desirable, knowledge of Streetworks legislation
- Ability to manage Streetworks permits, under supervision from Streetworks Manager and provide cover for the Streetworks Manager.
- Previous experience dealing with construction contractors.
- Confident dealing with the public and B4RN volunteers.