

Job Description

Division	Transport
Post title	Engineering – Grade 2 EE733
Grade	N5
Responsible to	Highway Inspection and Control Manager
Responsible for	n/a
Job purpose	To provide technical support relating to the delivery of highway, highway structures or traffic management projects including responsibility for a limited number of tasks

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. The necessity to perform duties at a lower level of responsibility is not precluded.

1. Assisting with the delivery of projects including design using knowledge of relevant engineering policies, practices, procedures and external legislation.
2. Interpretation of information to solve a variety of engineering problems including planning of the associated engineering activities.
3. Assisting with the preparation of plans, correspondence, calculations, documents and reports.
4. Communication of complex information to a range of audiences both orally and in writing.
5. Attendance at meetings / working groups and involvement in the liaison with organisations external to Technical Services.
6. Provision of advice, guidance and training to other staff.
7. Carry out surveys, measurement and testing.
8. Contribute to setting and monitoring of budgets including accountability for the effective expenditure of considerable budgets.
9. Use of Information Technology software associated with the engineering tasks being undertaken including the preparation of engineering drawings electronically.
10. Provision of general assistance to others regarding highway issues.
11. To promote and implement the Council's Equality policy in all aspects of employment and service delivery.

12. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.