



## **Job profile**

### **Technician/Assistant Engineer**

#### **(Highway Design)**

#### **Grade A/H**

**Group:** Communities and Environment

**Service:** Transport Strategy

**Location:** Civic Centre

**Line Manager:** Team Leader Engineering and Landscape Design

**Car User Status:** Casual

#### **Job Purpose**

To provide technical support towards the delivery of the Council's programmes for highway improvements and other civil engineering schemes.

#### **The key roles of this post will include:**

1. To assist in the preparation of designs, drawings (AutoCAD) and contract documentation.
2. To assist in the supervision of work during construction to ensure efficient project management and quality of product.
3. To assist with public and stakeholder consultations.
4. To ensure compliance with the QA system and to contribute to and assist in the promotion of good practice.
5. To assist in the development and maintenance of a customer orientated, high quality approach to service delivery to ensure that the service remains relevant and appropriate.
6. Such other responsibilities allocated which are appropriate to the grade of the post.



## **Knowledge & Qualifications**

### **Essential:**

#### Knowledge

- Civil engineering procedures

#### Experience

- Good numeracy, literacy and IT skills
- Good organisation and communication skills

#### Qualifications

- Current Driving licence and access to a car or means to mobility support.

### **Desirable:**

#### Knowledge

- Appropriate IT software (Autocad, Microsoft applications)

#### Experience

- Civil engineering design and site supervision

#### Qualifications

- BTEC National Diploma in Civil Engineering



## Competencies

### Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

### Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

### Team Working

Works with others to achieve results and develop good working relationships

### Making things happen

Takes responsibility for personal organisation and achieving results

### Flexibility

Adapts to change and works effectively in a variety of situations

### Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences