

**Job Description**

**Job Title: Infrastructure and Commercial Technician**

**Salary Grade: (Starting grade dependent on relevant skills & experience)**

**Grade 2 –SCP (05 -06) £19,312 - £19,698**

**Grade 4 –SCP (12 -17) £22,183 - £24,491**

**Grade 6 – SCP (22 – 25) £27,041 - £29,577**

**Job Family: Regulation and Technical**

**Directorate: City Development**

**Work Environment: Working from Home / Office / Some Site Working**

**Reports to: Group Engineer**

**Purpose:**

* To assist in inspection, design, contract preparation and supervision of bridges, building structures, highways, flooding and coastal schemes.
* To be able to undertake the full range of duties listed below.

**Main Duties and Responsibilities:**

* To contribute to the Infrastructure and Commercial Highways Team in the day to day handling of correspondence and documentation associated with relevant schemes.
* To produce drawings, contract documents, letters, certificates and other documentation relating to specific schemes.
* To demonstrate knowledge and understanding of the specific design codes relating to schemes and projects.
* To contribute to the upkeep of the relevant scheme database.
* To assist and provide advice to operatives and developers in relation to Council construction standards.
* To check submitted construction drawings/plans and advise developers and consultants accordingly.
* To contribute to day to day dealings with the general public.
* To work in partnership with other Sections and Directorates of the Council and external organisations.  Assisting in dealing with queries and representatives from the general public, Council Members, the press and others.
* To promote the culture and vision of the Directorate and the Council through actively co-operating with other Council employees and management.
* To maintain an awareness of relevant Statutory and City Council regulations, procedures and practices and participating in ensuring Directorate compliance.
* To undertake the duties of the post in accordance with the Authority’s Equal Opportunities and Health and Safety Policies and legislative requirements and all other Council policies.
* To undertake any training or personal development opportunity identified at a time and venue determined by management.
* To demonstrate a commitment to developing personal skills.
* To meet all appropriate deadlines.
* To complete project goals to meet target dates
* Comply with the principles and requirements of the Data Protection Act 2018 and General Data Protection Regulation 2018 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

**Date :- 06 November 2020**