

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Locality Technical Assistant	JEID	EN001
Salary Grade:	Grade G		
Team:	County Highways North or South		
Service Area:	Communities		
Primary Location:	Coleshill Heath Rd, Coleshill, B46 3HL or Old Budbrooke Rd , Budbrooke CV35		
Political Restriction	This position is not politically restricted.		
Responsible to:	Client Team Leader.		
Responsible for:	Supporting routine highway maintenance issues in a geographical area		

Role Purpose

To work as required under the supervision of more senior members of the County Highways team, to undertake the necessary routine highway maintenance functions, manage customers and demand for the service.

Role Responsibilities

Dealing with and making responses to any customer contacts regarding routine highway matters, respond verbally and in writing to enquiries from elected members , the public, contractors and statutory bodies etc. to meet Council aims and objectives. Assist with providing good communications to all our customers and stakeholders and promote a good service to all our stakeholders and users of the service.

Assist the team, in the preparation and identification of routine maintenance work, the placing of defects for this work and providing the necessary information to enable these works to be carried out as efficiently as possible.

Assist the team, in the preparation, issuing and supervision of work orders, to ensure that the services provided are safe, within budget and that all highway duties, technical and regulatory responsibilities are met.

Utilise the provided IT systems as instructed to ensure maximum efficiency in the execution of duties and responsibilities associated with the post to ensure compliance with current Data protection requirements and including GDPR.

To undertake any other relevant and appropriate duties and responsibilities commensurate with the post as required, to ensure that the Council's services are run in a flexible and efficient manner.

Provide cover during periods of leave and/or sickness for the corresponding Officer, should there be a service demand.

The postholder will promote the Council's Health and Safety at work policies and ensure these are implemented effectively with their area of works and responsibility.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Engineering Assistant – EN001
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Main Tasks

You will undertake some, not all of these tasks.

The following are the tasks you will undertake for this role

- To provide support to any activities as required by the service e.g.:
 1. identification of highway defects and appropriate remedial measures and the development of design solutions for inputting into works schedules
 2. supporting the emergency responses to incidents that occur throughout the year as required in-hours.
 3. contribute to programmes of work as instructed to maintain and improve the condition of the highway network
- To deal with a range of routine and non-complex verbal and written enquiries from stakeholders as required within a timely manner.
- Ensure the required safe systems of work are in place, risk assessments and the identification of on-site hazards and within agreed control measures (CDM).

- monitor progress in relation to the execution of work and to provide information for performance management reporting as instructed.

The following tasks are generic and you may not carry these out in this particular role. However, you will be expected to carry out any reasonable task asked of you.

- To assist with delivery of small sized projects and programmes of work of moderate complexity as required by the service.
- To directly support senior staff in accordance with all relevant policies and/ or design and quality management standards.
- To provide support to activities as required by the service
- work with the support of the senior officer on any concerns or issues.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Relevant degree or other qualification to NVQ Level 3 or a minimum of 2 years' experience within specialist discipline	A, D
The ability to independently interpret and analyse varied low level information or situations and to produce solutions or escalate to seek advice	A, I
The ability to communicate concisely with varied audiences in person and/or writing.	A, I
Have experience of using ICT including MS Word / MS Excel	A, I
The ability to organise own workload and decide priorities.	A, I
The ability to work to deadlines including meeting unpredictable deadlines and dealing with these demands	A, I
The ability to cope in situations where there is a demand arising from the work being undertaken	A, I
Awareness of working to project budgets	A, I
Awareness of Policies and Procedures	A, I
The ability to work and adopt a course of action which is not necessarily their preferred approach	A, I
The ability to use own initiative to respond independently to problems and unexpected situations	A, I
Mobility essential. Ability to travel effectively throughout the County. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, D

Desirable Criteria

Assessed By:

Relevant experience gained in a highway maintenance operational environment with a local authority.	A, I
A knowledge of IT systems and their applications in a highway maintenance environment	A, I
Evidence of a commitment to continuing professional development	A, D

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks

that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties
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and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input checked="" type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	