

# 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:            | Minor Works - Technical Assistant                     | JEID | EN001 |
| Salary Grade:         | Grade G   |      |       |
| Team:                 | Minor Works Team                                      |      |       |
| Service Area:         | County Highways, Transport and Highways, Communities  |      |       |
| Primary Location:     | Budbrooke, Warwick                                    |      |       |
| Political Restriction | This position is not politically restricted.          |      |       |
| Responsible to:       | Team Leader - Minor Works Team                        |      |       |
| Responsible for:      | Assisting with the delivery of capital highway works. |      |       |

#### Role Purpose

The Minor Works Team offer a design & build service for a wide variety of traffic, parking and highways maintenance schemes. The successful candidate will provide support on some schemes, working with other members of the team in partnership with the localities team and term contractor, to deliver schemes within agreed timescales, budgets and quality standards. The role will require liaison with local Councillors and a variety of WCC and external parties involved in the conception, design and delivery of schemes.

This will entail liaison with other departments of the County Council such as Design Services, Transport Planning, Development Management and Elected Members as well as external bodies such as developers or other Local Authorities.

The successful candidate will, through the above actions and working with senior staff, ensure that road safety considerations are embedded in all Warwickshire County Council Highway schemes from inception through to implementation. This will involve taking a senior role in scheme design and technical approval of schemes.

## Role Responsibilities

To assist with the feasibility investigation, costing and design of various traffic, parking & highways maintenance schemes.

To help investigate, cost, design and manage the delivery of small-scale capital improvement projects/programmes for the Local Members as part of the Councillors Delegated Budget program.

To help plan, coordinate and implement programmes of work, as efficiently and effectively as possible in partnership with the term contractor and his sub-contractors/suppliers and other WCC teams.

To help manage and supervise all planned works to ensure that they are delivered in accordance with agreed programmes, budgets and required quality and safety standards.

To help produce and implement Traffic Regulation Orders with regard to parking restrictions and moving traffic enforcement.

To help manage works costs and provide information to inform financial management of works budgets and expenditures.

To help collect and provide information for performance and quality management reporting.

To help manage and implement the requirements of the Traffic Management Act.

To undertake any other relevant and appropriate duties and responsibilities commensurate with the post as required to ensure that the delivery service is run in a flexible and efficient manner.

## 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

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|-----------|--------------------|
| Job Role: | Engineer – Level 1 |
|-----------|--------------------|

### Main Tasks

- To work under the close supervision of more senior officers, delivering simple projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking simple routine work.
- To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals, completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.
- To assist with the monitoring of costs and budgets for transport projects or engineering works or other procured services.
- To undertake routine monitoring, maintenance and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary *e.g.*
- addressing minor traffic management problems
- assessing the condition and safety of the highway

- dealing with minor street lighting works etc
- undertaking general bridge or site inspections
- To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes *e.g.*
- traffic Regulation Orders
- section 38 / 106 and 278 Agreements and other planning related matters
- highway licenses and 'stopping up' notices
- To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.
- To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
- Attend meetings to deal with straightforward issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
- To deal with a range of routine customer enquiries complaints and associated correspondence, including the provision of advice and carrying out minor investigations as necessary *e.g.* responding to highways insurance claims.

## 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:

|  |       |
|--|-------|
| NVQ Level 3 or equivalent in a relevant subject  | A,I,D |
| The ability to independently interpret and analyse varied and complex information or situations.                 | A,I   |
| The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences | A,I,T |
| Have experience of using ICT including relevant Engineering/Transport Planning systems <i>e.g.</i> CAD           | A,I,T |
| To be able to use own initiative to respond independently to problems and unexpected situations                  | A,I   |
| The ability to work under pressure including meeting deadlines and dealing with interruptions                    | A,I   |
| The ability to cope in situations where there is an emotional demand arising from the work being undertaken      | A,I   |
| Experience of contributing to the development of Engineering/Transport Planning                                  | A,I   |

|  |     |
|--|-----|
| Policies and Procedures  |     |
| The ability to co-ordinate a number of elements within a project plan. | A,I |

## Desirable Criteria

Assessed By:

|   |         |
|---|---------|
| <p>Some understanding and experience of highway engineering specifications, measurement, materials, techniques, treatments and procedures (including design and site supervision) as well as the production of Traffic Regulation Orders for both parking and moving traffic</p> <p>ONC or HNC in Civil Engineering/Construction.</p> <p>Some knowledge of all relevant highway legislation and statutory obligations applicable to traffic, parking and road safety measures including health and safety and CDM requirements.</p> <p>Some knowledge of : all relevant highway legislation; design standards; quality management procedures; and the term maintenance contract.</p> <p>Team player with the ability to communicate effectively, orally and in writing, to a wide variety of groups and individuals at all levels including the term maintenance contractor.</p> <p>Experience of scheme/works financial control and resource management .</p> <p>Self motivation with ability to: prioritise and manage own diverse work load; use own initiative; work within budget; good organisational and time management skills for meeting deadlines; with a flexible 'can do' approach for delivering results.</p> <p>Working knowledge of relevant computer applications, with good numeric, letter and report writing skills.</p> <p>Able to demonstrate political awareness and understanding of working with elected Members and the public to resolve a range of highway related issues.</p> <p>Customer focussed and committed to ongoing service improvement, with a willingness to develop and maintain effective working relationships with a range of Clients and Warwickshires Term Maintenance Contractor.</p> <p>Full current driving licence with the ability to travel efficiently throughout Warwickshire.</p> | A,I,T,D |
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## 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 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 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 checked="" 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 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):                      |   |