

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:	Highways Area Technician	JEID	EN001
Salary Grade:	Grade G		
Team:	Client Services		
Service Area:	County Highways, Transport and Highways, 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:	Highways Area 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:	Engineer – Level 1
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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,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 e.g. 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 Policies and Procedures	A,I
The ability to co-ordinate a number of elements within a project plan.	A,I
Mobility essential. 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,I,D

Desirable Criteria

Assessed By:

<p>Some understanding and experience of highway engineering specifications, measurement, materials, techniques, treatments and procedures (including design and site supervision).</p> <p>Minimum ONC or HNC in Civil Engineering/Construction.</p> <p>Some knowledge of all relevant highway legislation and statutory obligations applicable to highway and drainage matters including health and safety and CDM requirements.</p> <p>Some knowledge of : all relevant highway legislation; design and maintenance 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>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> <p>Sector 12D Accreditation (Maintaining and Removing Temporary Traffic Management on Rural and Urban Roads)</p>	<p>A,I,T,D</p>

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 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 checked="" 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 checked="" 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):	