

# 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:	Trainee Assistant Engineer - Section 38 and Minor Works	JEID	EN001
Salary Grade:	Grade G		
Team:	Planning & Highways Development Management, Planning Delivery		
Service Area:	Environment Services		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Leader - Section 38/Minor 278 Highway Agreements		
Responsible for:	N/A		

#### Role Purpose

To carry out the day-to-day operations of the Highway Development Management team which includes statutory highway advice, pre-application advice, new road adoptions and highway inspections.

To assist in providing technical support in all aspects of Section 38 Agreements and other highway works agreements.

To support the Team Leader and Adoption Engineers in the checking of information and engineering drawings submitted to the Council to ensure that legacy (older developments) developments are capable of being adopted.

To support the Team Leader and Adoption Engineers in preparation of reports and communications to be undertaken with developers and consultants for any changes considered necessary to achieve adoption on legacy sites

#### Role Responsibilities

- Meet performance indicators set nationally and by the Planning Delivery Business Plan;
- To attend meetings on behalf of the County Council which may be outside normal working hours;
- To assist and work under supervision initially on the completion of technical approvals for Section 38, Section 278 Minor Works and Section 184 Agreements;
- To assist and work under supervision initially on the implementation of Section 38 and Section 278 Minor Works and Section 184 Agreements;

- Assist with the supervision of works on site, carry out site inspections and create remedial lists;
- Assist in the negotiation of financial contributions and commuted sums relating to Highway and Development Management works;
- Assist with monitoring and reporting on the financial aspects of works under agreements, identifying required carryovers and funds which can be released;
- To assist with providing advice on highway consultations when required;
- To assist with the provision of pre application advice, in line with current guidance when required;
- Carry out any appropriate other duties as directed by the Team Leader.
- Due to the nature of the role the ability to travel effectively throughout Warwickshire is essential.

## 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
The ability to independently interpret and analyse varied and complex information or situations.	A/T
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A/P
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A
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

### Desirable Criteria

Assessed By:

5 GCSE including Maths and English grade 4 or above	A
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Appreciation of highway and safety issues	A/I

## 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 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 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 checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to	<input checked="" type="checkbox"/> Regular work with respiratory irritants/ allergens

noise above action levels)		(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):			