

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: | Design, Operations and Systems Officer | JEID | EN001 |
| Salary Grade: | Grade G | | |
| Team: | Traffic Control and Information Systems | | |
| Service Area: | Engineering Design Services - Communities Group | | |
| Primary Location: | Shire Hall, Warwick | | |
| Political Restriction | This position is not politically restricted. | | |
| Responsible to: | Section Manager - Traffic Control and Information System Team | | |
| Responsible for: | N/A | | |

Role Purpose

Engineering Design Services (EDS) is the name of the Service which is responsible for the delivery of new roads, junctions and structures in Warwickshire. We also maintain the existing bridges, other highway structures and traffic signals as well as giving structural advice on some County Council owned properties.

This role is intended to focus on (1) assisting with investigation, design and upgrade of existing controlled crossings. (2) the day-to-day operation of the existing traffic control systems, traffic signals and pedestrian crossings facilities. (3) ensuring that the hardware & design software EDS use is fit for purpose and is up-to-date and (4) act as the liaison between Engineering Design Services and Corporate ICT Systems team.

Role Responsibilities

Majority of the time you will be providing support to Officers working on the delivery of new schemes and maintaining the existing assets; the work will be varied and require you to be well organised, motivated and demonstrate a good attention to detail. The responsibilities include: -

Dealing with written, telephone and email requests and queries from members of the public.

Assisting with investigation, design and upgrading existing controlled crossings using AutoCAD.

Assisting with the day-to-day operation of the Urban Traffic Management Control system, remote monitoring system, fault management system, car park management signs, automatic rising bollards and CCTV cameras.

Assisting with carrying out necessary site and traffic movement inspections, some of which will be outside normal office hours.

Assisting with the supervision of the installation of traffic signals, pedestrian crossings and traffic control equipment.

You may be required to join the emergency call-out rota to deal with out of hours calls for unplanned random events/ failures/ accidents/ emergencies.

Your other main role responsibility will be to provide support to EDS staff on the various systems
In particular: -

Expert user software support particularly the AutoCAD suite of design software including licence management.

Manage, test and configure EDS software upgrades that are provided to us through our Corporate ICT Team.

Set-up/configure hardware for new starters and existing staff as required.

Assisting with device specification and upgrades.

Assisting in keeping EDS up-to-date with new technology and associated systems.

To liaise with partnering organisations other relevant parties to ensure effective working practices.

To dealing with a range of difficult internal staff enquiries, complaints and associated correspondence, including the provision of advice and carrying out investigations as necessary.

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

Carry out such other duties as may be required from time to time by the Head of Engineering Design Services.

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 |
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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:

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|--|------|
| NVQ Level 3 or equivalent in a relevant subject | A, I |
| 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 |
| Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD | A, I |
| 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 |

Desirable Criteria

Assessed By:

| | |
|---|------|
| Experience and knowledge of operating and configure specialist software; understanding of computer software and hardware i.e. components. | A, I |
| Experience of investigation, design and installation requirements for controlled pedestrian crossings | A, I |
| Knowledge of the design / maintenance standards for traffic signals and pedestrian crossings | A, I |
| Knowledge of national procedures for investigating the need for traffic signals, pedestrian crossing facilities | A, I |
| Experience of the operational systems associated with traffic signal control | A, I |
| Knowledge of relevant specialist software e.g. SCOOT, MOVA, LinSig, etc | 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 checked="" type="checkbox"/> Restricted postural change – prolonged sitting |
| <input 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 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 checked="" 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): | |