

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
Place

Job Ref Number: 03713

Service Area:
Lincs Laboratory

Grade: G7

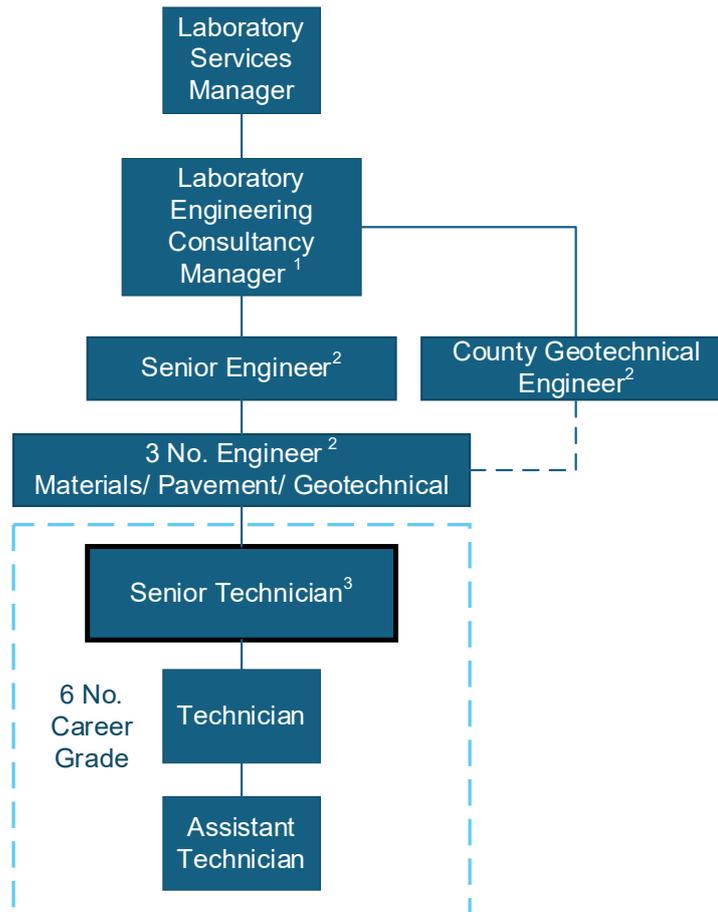
Job Title:
Senior Technician – Career Grade

PURPOSE OF JOB:

To deliver the cost effective, high quality and technically competent high quality and technically competent Pavement, Geotechnical and Materials Engineering services to the laboratory's internal and external clients.

To assist the Engineering Consultancy Manager, Senior Engineers and Engineers to mentor junior members of the Engineering Consultancy Team

TEAM STRUCTURE:



Notes:

- (1) Line management responsibilities for the team
- (2) Supervisory responsibilities for the team
- (3) Mentoring and development responsibility for the team

MAIN DUTIES:	
1	To act as Project Manager for allocated projects ensuring that work and reports meet client requirements and are delivered on time and to budget. Including preparing quotations, budget estimates, project briefs programmes of work and liaising with internal teams and subcontractors.
2	To undertake Pavement, Geotechnical and Construction Materials inspections, investigations and surveys in accordance with defined standards and procedures or as directed by senior Engineering staff.
3	To undertake the design of inspections, investigations and surveys to ensure the best use of resources and that the data captured meets the required end use. To assist with the design of more complex investigations and surveys
4	To prepare routine and non-routine factual reports, tenders and documents.
5	To prepare interpretative reports and provide advice on routine/standard to internal and external clients.
6	To prepare and analyse data laboratory computer programmes and systems (e.g. borehole logging software, pavement management systems etc.).
7	To assist with the development and promotion of the laboratory's services and liaise with clients.
8	To undertake Audits of the Quality Management System as directed by the Laboratory Quality Manager
9	To contribute to and feedback from Directorate Working Groups and initiatives.
10	To maintain effective systems of work including administration, workload and resource planning, calibration and maintenance of any allocated equipment. Operating within the requirements of the laboratory's accredited Health & Safety and Quality Management Systems and procedures.
11	To assess the risks associated with allocated work (Health and Safety, Quality and Commercial/Budgetary) and to review these with the senior Engineers.
12	To manage and maintain specific physical resources and systems as allocated by the Laboratory Services Manager/Consultancy Manager e.g. consultancy equipment, library, vehicles, software and to participate in Business Planning process
13	Contribute to the development of individuals across the Council coaching, mentoring and motivating junior staff to achieve performance excellence.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
QUALIFICATIONS			
Level 6 qualification (Degree) in Civil Engineering, Geology, Chemistry or other appropriate discipline, or Level 4 qualification (HNC) with Professional Registration (see below)	A	✓	
Registered Engineering Technician (EngTech) Status of an appropriate institution achieved through independent review or test	A/I		✓
LCC Highways Working Safely Certificate (can be attained in post)	A/I	✓	
Appropriate certification through the Construction Skills Certification Scheme (CSCS)	A/I	✓	
KNOWLEDGE			
Good knowledge and experience of Construction Materials Engineering,	A/I	✓	

including regional and national sources of materials, engineering characteristics and performance requirements.			
Good knowledge and experience of Pavement Investigation including Highway Condition Assessment, Data collection & interpretation, and Asset Management	A/I	✓	
Knowledge and experience at consultant level of Geotechnical Engineering and Design Ground Investigation specification, procurement and supervision and laboratory testing techniques	A/I		✓
Good knowledge and experience of Laboratory Testing Techniques	A/I	✓	
Good knowledge and experience of relevant construction methods and processes	A/I	✓	
Knowledge of relevant British and European Standards and Codes of Practice and ability to develop specifications and codes of practice	A/I	✓	
Knowledge and understanding of Health and Safety legislation and requirements associated with scope of activities including a working knowledge of the CDM regulations	A/I	✓	
EXPERIENCE			
3 years' experience post-qualification in the industry including as relevant; Pavement Engineering and design Materials Engineering including testing of materials and workmanship Geotechnical Engineering and design (as appropriate to role)	A/I	✓	
Good report writing and numeracy skills and the ability to perform technical and interpretative analysis on the results of laboratory and site tests	A/I	✓	
IT skills including practical knowledge of standard word processing, spreadsheet and database systems and ability to use specialist software systems e.g. GIS	A/I	✓	
Organisational, interpersonal commensurate managing a variety of projects, tasks and processes	A/I	✓	
Knowledge of LCC and Laboratory administrative and financial procedures	A/I		✓

Commercial awareness and financial management skills (including estimating, tendering for work, budgets for income/ expenditure and monitoring financial performance)	A/I		✓
Ability to mentor other staff on detailed professional and technical matters.	A/I	✓	
The postholder will be required to have the ability to travel around the county and keep appointments. This may involve attending meetings at short notice.	A/I	✓	
The post holder may be required to obtain samples from trial pits, stock piles etc. and log borehole samples involving some lifting etc. (up to 25kg)	A/I		✓
The post holder will be required to regularly undertake site inspections on live highway sites around the county including some lone working. Visits to site may involve exposure to inclement weather, noise and traffic.	A/I	✓	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.