

## JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 02575
Service Area: Design Services (TSP)	Grade: 5

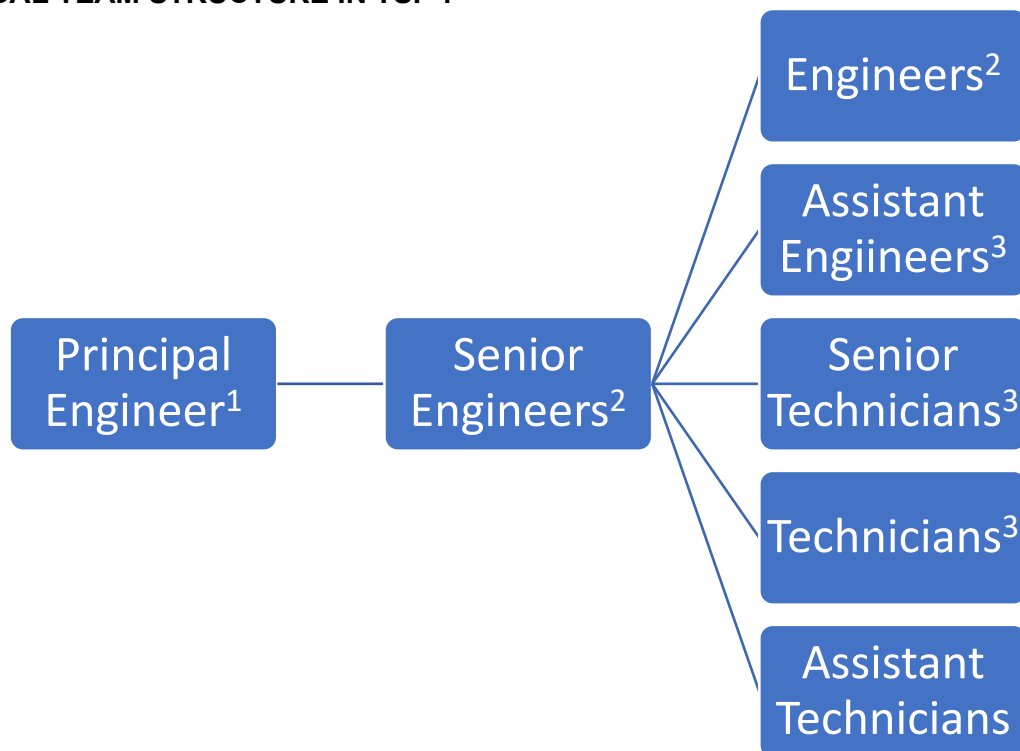
Job Title: Technician

**PURPOSE OF JOB:** To assist under direction with the **design** of infrastructure projects, and aspects of programmes of work. Undertake all all aspects of project delivery and execution from inception to completion, including procurement and contract management. To **supervise** on site these projects during construction.

Assist under direction with the **asset management** of highway infrastructure, including asset-related programmes of work.

Help maintain and promote TSP as a center of technical excellence.

### TYPICAL TEAM STRUCTURE IN TSP<sup>4</sup>:



### Notes:

1. Line management responsibility for the team
2. Supervisory responsibility within the team
3. Mentoring and development responsibility within the team
4. A number of personnel from the Professional Services Partner may be embedded within the structure, matching the defined roles.

## **MAIN DUTIES:**

### ***People***

- Mentoring and development of junior staff managed by others
- Occasionally leading and overseeing work done by others, for example during site surveys and inspections

### ***Technical***

- Have knowledge of design (including calculations) in the relevant specialism areas
- Feasibility, Design, Supervision of schemes (Scale and Complexity increasing with grade)
- Asset management in relevant specialist area, including updating and maintaining inventory, in accordance with the Asset Management Plan
- Carry out topographical surveys
- Carry out surveys and inspections in specialist area
- Prepare technical specifications for new, improvement and maintenance works
- Act as Site Supervisor under NEC works contracts
- Interpret and check designs prepared by others (colleagues and third parties) against national and local standards, regulations and guidance
- Preparation of as built drawings and asset records
- Following legal process for land acquisition, including negotiation and liaison with landowners, their agents, legal and land valuation services
- Use of specialist software relevant to the area of responsibility
- Follow legal order processes associated with the delivery of infrastructure projects (eg CPO, Side Roads etc.)
- Undertake academic qualifications on day release to work towards career progressions
- Work towards professional qualifications towards career progressions
- Carry out the responsibilities of the Lead Design Engineer as laid out in the Quality Management System

### ***Performance***

- Deliver own tasks to time and budget
- Work with clients to achieve successful outcomes
- Identify areas of weak performance and seek / provide support as appropriate
- Report to clients on project delivery, programme and expenditure

### ***Quality, Health and Safety***

- Ensure a safe design is completed
- Follow established systems of work, including the Quality Management System
- Work within and follow established Health and Safety guidance and regulations, including whilst on site
- Act as Principal Designer's representative for Lincolnshire County Council under the CDM Regulations
- Carry out formal hazard analysis and risk assessments appropriate to the grade and level of work
- Prepare and maintain project risk registers
- Ensure compliance with Quality Management systems and contribute to their improvement

### ***Communications and Relationships***

- Day to day supervision of construction projects and programmes of work.
- Respond to members of the public affected by works or proposals
- Work effectively with third parties such as contractors, suppliers, statutory undertakers, other agencies etc.

- Build relationships with and Influence colleagues, partners and stakeholders
- Proactively supply information to the public and the media as required in own area of responsibility
- Be in routine contact with contractors, developers and consultants
- Help deal with stakeholders adversely affected by proposals or works, and those who may disagree with the approach being taken

### **Service and Corporate**

- Contribute to the wider management of TSP, including Business Planning, Performance Management etc.
- If needed for planned supervision of site works, the post-holder is expected to carry out duties (either as additional or contracted hours) on any day of the week, including evenings and nights (applicable payments will be made in accordance with the Council's conditions of services).

### **Project Management**

- Prepare works cost and fee estimates for relevant schemes
- Prepare works orders and tender documents
- Prepare and follow programmes for delivering of projects
- Monitoring, reviewing, controlling and reporting on projected outturn costs of works
- Assessing tenders and work prices and making recommendations for appointment
- Agree fee levels with clients

## **PERSON SPECIFICATION**

Requirements	Where identified*	Essential/ Desirable
<b>SKILLS</b>		
Be innovative	A I	E
Able to travel around the county (e.g. possess a driver's license)	A	E
Collaboratively work in partnership with public and private sector partners (including contractors and consultants)	A I	D
Customer care and interpersonal skills	A I	E
Proactive in management of projects, focused on delivery to time, cost and quality	A I	E
An experienced negotiator	A I	D
An active problem solver	A I T	E
Building own (and team's where relevant) relationships with colleagues across the organisation	I	E
Comfortable working with ambiguity and uncertainty.	I	D
Self-motivated and organised	A I T	E
Good written English communication and comprehension	A T	E
Good verbal English communication	I	E
Good numerical skills	A T	E
Good spatial awareness skills (including interpreting plans and technical drawings)	A T	E
<b>QUALIFICATIONS</b>		
Meet entry requirements for Civil Engineering Technician or Civil Engineering Degree Apprenticeships as relevant	A	E
Level 3 qualification(s) in related discipline(s) AND Level 2 qualifications in maths and English	A I	E
Appropriate certification through the Construction Skills Certification Scheme (achieved in probationary period if necessary)	A	E
<b>KNOWLEDGE</b>		

Knowledge of relevant specialist software	A I	D
Knowledge of the NEC, especially the Engineering Construction, Term Service and Professional Service contracts	A I	D
Working knowledge of the roles under the CDM Regulations	A I	D
Specialist knowledge of relevant design standards, specifications, construction techniques and legal regulations relating to specialist technical area	A I	D
Relevant knowledge of specialist design, analysis and asset management IT systems and software	A I	D
<b>EXPERIENCE</b>		
Experience of acting as Site Supervisor (with relevant Project Manager's delegated powers) under NEC contracts	A I	D
Some relevant experience in appropriate discipline	A I	E
Preparation of appropriately detailed hazard analyses and risk assessments	A I	E
Estimating works and fee costs for projects	A I	D

\*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.