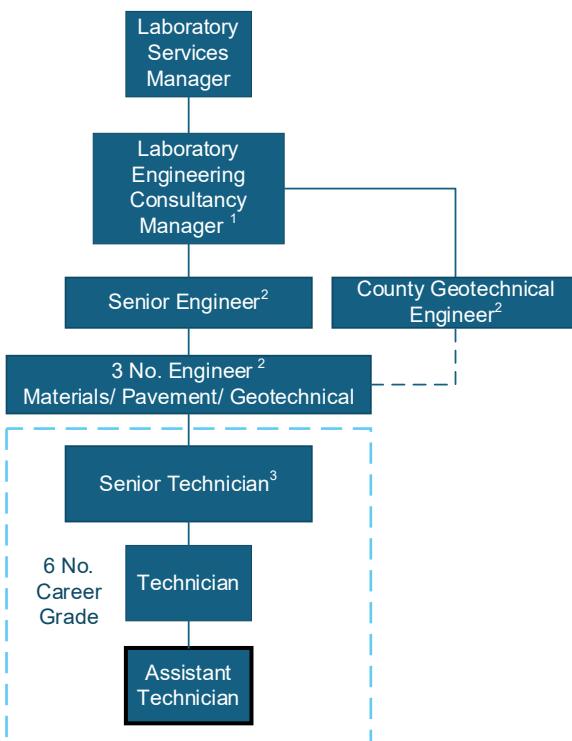


## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Director Area:</b> Place	<b>Job Ref Number:</b> 03714
<b>Service Area:</b> Lincs Laboratory	<b>Grade:</b> G5
<b>Job Title:</b> <b>Assistant Technician – Career Grade</b>	
<b>PURPOSE OF JOB:</b>	
<p>To support the delivery of 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.</p>	
<b>TEAM STRUCTURE:</b>	
 <pre> graph TD     LSM[Laboratory Services Manager] --&gt; LECM[Laboratory Engineering Consultancy Manager]     LECM --&gt; SE[Senior Engineer<sup>2</sup>]     LECM --&gt; CGE[County Geotechnical Engineer<sup>2</sup>]     SE --&gt; MGP[3 No. Engineer<sup>2</sup> Materials/ Pavement/ Geotechnical]     CGE -.-&gt; MGP     MGP --&gt; ST[Senior Technician<sup>3</sup>]     ST --&gt; T[Technician]     T --&gt; AT[Assistant Technician]   </pre> <p>Notes:</p> <ul style="list-style-type: none"> <li>(1) Line management responsibilities for the team</li> <li>(2) Supervisory responsibilities for the team</li> <li>(3) Mentoring and development responsibility for the team</li> </ul>	

<b>MAIN DUTIES:</b>	
1	To act as Project Manager for small, routine and well-defined 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 for minor schemes to ensure the best use of resources and that the data captured meets the required end use.
4	To prepare routine and non-routine factual reports, tenders and documents under the guidance of Senior Engineering staff.
5	To assist with the preparation of interpretative reports and provide advice to clients where appropriate under the guidance of Senior Engineering staff to internal and external clients.
6	To prepare and analyse survey and test data using standard laboratory computer programmes and systems (e.g. borehole logging software, pavement management systems, Traffic Data systems, etc.).
7	To assist with the development and promotion of the laboratory's services and liaise with clients.
8	To participate as a member of the Laboratory Working Groups e.g. Lab H&S Group
9	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
10	To assess the risks associated with allocated work (Health and Safety, Quality and Commercial/Budgetary) and to review these with the senior Engineers.

#### **PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>QUALIFICATIONS</b>			
Level 3 qualifications (e.g. A-Level/NC) in appropriate discipline	A	✓	
Highways OpenTech – Highways Materials and Testing	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) (can be attained in post)	A/I	✓	
<b>KNOWLEDGE</b>			
Knowledge and experience of Construction Materials Engineering, including regional and national sources of materials, engineering characteristics and performance requirements (appropriate to role).	A/I		✓

Knowledge and experience of Pavement Investigation including Highway Condition Assessment, Data collection & interpretation, and Asset Management (appropriate to role).	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		✓
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		✓
<b>EXPERIENCE</b>			
1-2 years' experience 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		✓
Ability to write factual reports and numeracy skills and the ability to analyse the results of laboratory and site tests	I/T	✓	
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 with managing assigned projects, tasks and processes	A/I	✓	
Appreciation of LCC and Laboratory administrative and financial procedures	A/I		✓
Commercial awareness and financial management skills (including quoting for work, and monitoring financial performance)	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.