

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place	Job Ref Number: 02578
Service Area: Design Services (TSP)	Grade: 3

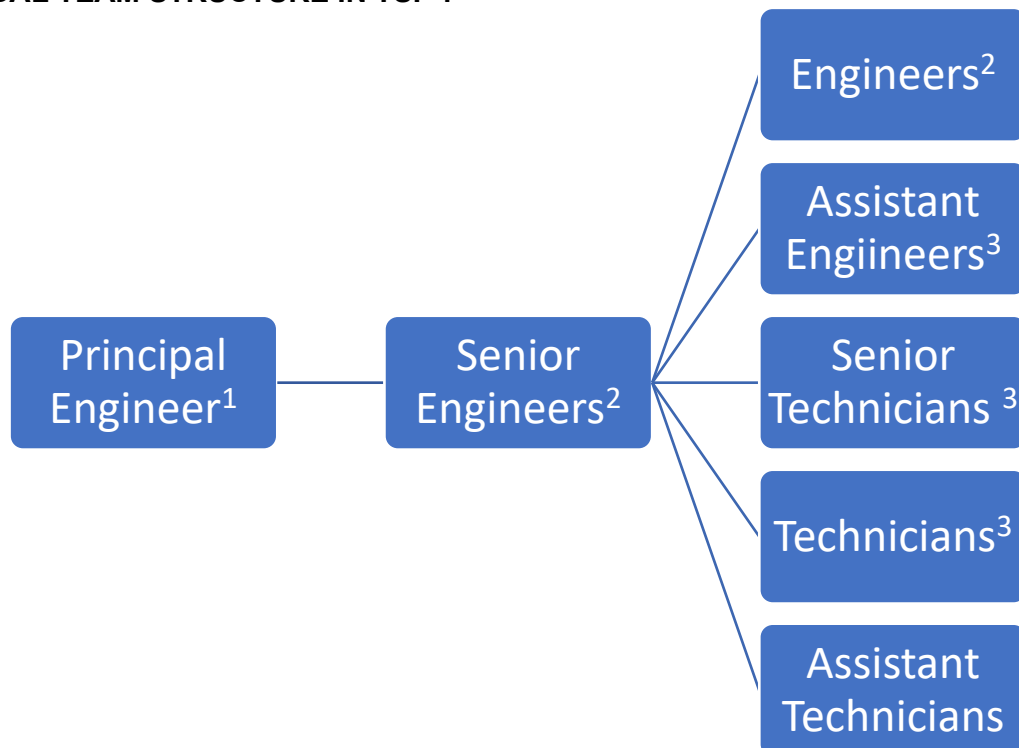
Job Title: Assistant Technician

PURPOSE OF JOB: To contribute towards the **design** of infrastructure projects, and aspects of programmes of work. Contribute toward all aspects of project delivery and execution from inception to completion. To assist in the **supervision** on site of these projects during construction.

Contribute towards the **asset management** of highway infrastructure, including asset-related programmes of work.

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

TYPICAL TEAM STRUCTURE IN TSP⁴:



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:

Technical

- Assist with:
 - 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
 - Carrying out topographical surveys
 - Carrying out surveys and inspections in specialist area
 - Preparing technical specifications for new, improvement and maintenance works
 - Actions as Site Supervisor under NEC works contracts
 - Preparation of as built drawings and asset records
- Use of specialist software relevant to the area of responsibility
- Undertake academic qualifications on day release to work 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 own areas of weak performance and seek support
- Report to clients on project delivery, programme and expenditure

Quality, Health and Safety

- Help ensure safe designs are 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
- Ensure compliance with Quality Management systems and contribute to their improvement

Communications and Relationships

- Assist with 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

Service and Corporate

- 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 assist with tender documents
- Prepare and follow programmes for delivering of projects
- Monitoring, reviewing, controlling and reporting on projected outturn costs of works
- Assist with assessing tenders and work prices and making recommendations for appointment

PERSON SPECIFICATION

Requirements	Where identified*	Essential/Desirable
SKILLS		
Be innovative	A I	E
Able to travel around the county (e.g. possess a driver's licence)	A	D
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
An active problem solver	A I T	E
Building own (and team's where relevant) relationships with colleagues across the organisation	I	D
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
QUALIFICATIONS		
Meet entry requirements for Civil Engineering Technician or Civil Engineering Degree Apprenticeships as relevant	A	E
Level 2 qualification(s) in related discipline(s), maths and English	A I	E
Appropriate certification through the Construction Skills Certification Scheme (achieved in probationary period if necessary)	A	E
KNOWLEDGE		
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
EXPERIENCE		
Experience of acting as Site Supervisor (with relevant Project Manager's delegated powers) under NEC contracts	A I	D
Some experience of a related area	A I	E
Preparation of appropriately detailed hazard analyses and risk assessments	A I	D
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.