**JOB DESCRIPTION**

**REGENERATION & NEIGHBOURHOODS**

**JOB TITLE:** Engineering Technician / Engineer

**DIVISION:** TECHNICAL SERVICES

**GRADE:** BAND 7 TO 12 (Development Scheme)

**RESPONSIBLE TO:** PRINCIPAL ENGINEER OR OTHER SUCH PERSON ASSIGNED BY THE ENGINEERING MANAGER FOR TRAINING PURPOSES

**POST REFERENCE:**  106762

**Purpose of Post**

To support the Engineering Design and Management Section in the provision of its full range of services

**Key Relationships**

* To liaise with clients at all stages of project delivery and in the provision of professional advice.
* To liaise with all design staff in respect multidisciplinary project delivery whether this is within the Engineering Design & Management, Building Design & Construction or external consultants.
* Develop effective relationships within the authority.
* Develop relationships with external agencies and organisations.

**Main duties and responsibilities at entry level Band 7:**

1. To assist in the design of schemes and compilation of contract documents for all of the categories of civil / structural engineering / environmental works as carried out.

2. To assist in the inspection of any area where required in regard to the repair and maintenance of, dangerous buildings and any other civil and / or structural engineering site.

3. To assist with undertaking measures, surveys and valuations in respect of any type of inspection.

4. To assist in the provision of estimates and budgetary control for any specified scheme.

5. To assist in the preparation of any reports and performance indicators, conducting consultations and preparing written responses to enquiries.

6. To reply to routine correspondence received by the section.

7. Provide CAD support for the section. This may include the production of complex AutoCAD Presentation Drawings.

1. Provide completed drawing issue sheets.
2. Use Civils 3D for Ground Modelling or Windes generated output drawing
3. Reply to routine correspondence received by the section
4. Undertake minor works delegated by senior colleagues requiring the formulation and execution of plans / schemes of work using Microsoft Project Plan and completed project budget sheet
5. Respond to enquiries within own field of competence and expertise.
6. Provide information, including numerical analysis, and short written reports in connection with all areas of operation giving assistance in one area of assessment: evaluation of Dangerous Structures / buildings for demolition purposes; highway culverts and bridges and coastal protection structures.
7. To provide advice to HBC departments (e.g. Planners, Transportation Team) and/or the public within own field of competence, expertise and activity
8. Prepare any reports and performance indicators, conducting consultations and prepare written responses to enquiries.
9. To study towards qualification: HNC / HND
10. Any other duties of a related nature which might reasonably be allocated and required by the Engineering Manager and / or Team Leaders.

**Additional duties at Band 8:**

1. Inspect any area where required in regard to the repair and maintenance of dangerous buildings, demolition and bridges together with the implementation of licences and statutes to control and regulate such areas as required. Inspection reports to be produced without the assistance of colleagues.
2. Occasional demonstration of duties, delegation and guidance to junior colleagues.
3. Be responsible for an area of assessment:

* EITHER evaluation of Dangerous Structures / buildings; highway culverts; coastal protection structures;
* OR supervision with delegated authority of significant (>£100k) civil / structural engineering sites as Assistant Resident Engineer or small site as Resident Engineer.

1. Assist in the design of all categories of civil / structural and environmental engineering projects relevant to the post. Such tasks are likely to include:

* Design drawings and design software outputs
* A full suite of contract documents
* Planning application/ Building Regulation recommendation responses in relation to structural issues.

1. To study towards and complete HNC / HND (required for progression to Band 9)

**Additional duties at Band 9:**

1. When undertaking minor works delegated by senior colleagues requiring the formulation and execution of plans/schemes of work, take shared responsibility for the financial monitoring and outcomes of the minor works
2. Regular demonstration of duties, delegation and guidance to junior colleagues.
3. Deliver training to junior colleagues as directed.
4. Provision of decisive advice to HBC departments and/or the public within own field of competence, expertise and activity, such as could only be acquired through education to HND/HNC and significant experience in the role
5. Lead on the design of at least one category of small civil/structural engineering and environmental projects and monitor the contract budget (spend expected to be approximately £25k)
6. Undertake additional specialist training (short courses, design related specialist training) pertinent to the needs of the Department
7. Maintain an awareness of developments in the specialist area
8. Attend regular training to improve knowledge of specialist area.
9. Enrolment on BEng, or work towards completion of IEng, is required for progression to Band 10.

**Additional duties at Band 10:**

1. To assist in the provision of a Structural Engineering checking service for the planning and Building Control Sections.
2. To carry out inspections and report on the condition of structures under the direction of the Engineering Team Leader.
3. To assist in the design and contract supervision of any project carried out within the Engineering Design and Management section.
4. To study towards and complete BEng (required for progression to Band 11)

**Additional duties at Band 11:**

1. Where appropriate, to work outside of recognised procedures, according to recognised service practice.
2. To be personally responsible for undertaking the inspection of any area where required in regard to the repair and maintenance of, dangerous buildings and any other civil and / or structural engineering site.
3. To be personally responsible for undertaking measures, surveys and valuations in respect of any type of inspection.
4. To prepare independently reports and performance indicators, conducting consultations and preparing written responses to enquiries.
5. To be personally responsible for undertaking the design of all categories of civil / structural and environmental engineering projects relevant to the post. Such tasks are likely to include:

* Design drawings and design software outputs
* A full suite of contract documents
* Planning application / Building Regulation recommendation responses in relation to structural issues.

1. To contribute to policy development

**Additional duties at Band 12:**

1. To take the lead role in respect of all project management issues relating to civil/structural and environmental engineering projects.
2. To provide detailed technical / management support on all engineering issues and ensure designs comply with H&S / legal standards.
3. Prepare (as necessary) reports and designs, engineering drawings and calculations, risk assessments and method statements.
4. To provide valuations, cost monitoring, projected cash flows and budgetary control of various projects.
5. To appoint and manage external consulting engineers in order to progress any necessary specialised type of engineering or consultancy work.
6. Inspection of works plus qualitative and quantitative assessment of work relative to civil/structural and environmental engineering contracts and projects.
7. To assist in the preparation of Committee reports and attend meetings as required.
8. To provide any project management that may be required to ensure the most effective maintenance of Coast Protection, Land Drainage and closed Landfill sites so that all works are carried out within available funding streams.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: May 2016

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**