

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	<b>Assistant Technician (F) Technician (J) Senior Technician (M) Assistant Engineer (N)</b>
<b><u>GRADE :</u></b>	<b>F/J/M/N (Grade dependent on experience)</b>
<b><u>JOB EVALUATION NO.:</u></b>	<b>B1576, A382, B1812, B1813</b>
<b><u>REPORTING RELATIONSHIP</u></b>	<b>The post holder shall report to the Design Engineers on a day to day basis and is ultimately responsible to the Principal Design Engineer</b>
<b><u>JOB PURPOSE :</u></b>	<b>You will be responsible for carrying out the design and implementation of a wide range of highway and traffic management schemes and contracts.</b>
<b><u>POST NO.</u></b>	<b>D11224</b>
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	<b>Level 1, Expected Competencies for all employees</b>

**MAIN DUTIES/RESPONSIBILITIES**

1. Assist in the effective delivery of the services in which you are involved as follows:
  - Survey, scheme design, contract preparation, project management and site supervision for projects including:
    - Assistance with major highway schemes
    - Local Safety schemes
    - Safer Routes to School schemes
    - Traffic Calming schemes
    - Traffic Management schemes
    - Cycle and pedestrian improvements
    - Traffic Signs and Road Markings
  - Highway Facilities for the Disabled
  - Public transport facilities such as bus stops, shelters, poles/flags and timetable cases
2. Contribute to the achievement of targets and objectives for the section
3. Contribute to the development and management of projects in which you are involved.

4. Contribute to the ongoing development of strategy and objectives for the section.
5. Liaise with officers across the authority to achieve an integrated delivery of service.
6. Liaise with and provide proper advice to Council officers, Members, bodies and organisations with regarding relevant issues.
7. Prepare drawings and maps for exhibitions, working groups and committee purposes as required
8. Support the delivery of projects as requested by the Director or Assistant Director Transport and Projects which may extend beyond the boundaries of the department.
9. Contribute to the production of the annual Service Plans, other Departmental and Corporate Plans and initiatives.
10. To keep abreast of all relevant guidelines and ensure such changes are speedily and efficiently implemented.
11. Undergo training as identified by your PDR and to comply with Council Policy.
12. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
13. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
14. Carry out your role in line with the Council's Equality agenda.
15. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
16. Any other duties of a similar nature related to this post that may be required from time-to-time.
17. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: June 2018

### **Grade Descriptions**

Assistant Technicians (Grade F) are expected to undertake tasks within the scope of the job description with daily supervision from line manager and guidance from senior technicians and with regular checks / intervention of tasks taking place. Regular technical engineering input / intervention from the Engineer will be required.

Technicians (Grade J) are expected to undertake tasks within the scope of the job description with most tasks requiring periodic supervision from line manager, but with minimal supervision required for the simpler tasks. Regular technical engineering input / intervention from the Engineer will be required.

Senior Technicians (Grade M) are expected to be able to undertake tasks within the scope of the job description with occasional supervision from line manager once task brief is given. Some technical engineering input / intervention from the Engineer will be required. The

Technician should be able to identify, consider and communicate the most cost effective task outcomes.

Assistant Engineers (Grade N) are expected to be able to undertake tasks within the scope of the job description, with minimal and infrequent supervision from line manager, and minimal technical engineering input from the Engineer. The Assistant Engineer should be able to identify, consider and communicate the most cost effective task outcomes.

There is no automatic progression through the grades of a multi-graded post. Movement within a multiple graded post should meet service demands and requirements.