

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Assistant Technician (F) Technician (J) Senior Technician (M) Assistant Engineer (N)
<u>GRADE :</u>	F/J/M/N (Grade dependent on experience)
<u>JOB EVALUATION NO.</u>	B1576, A382, B1812, B1813
<u>REPORTING RELATIONSHIP</u>	The post holder shall report to the Highway Asset Management Engineer and is ultimately accountable to the Principal Engineer – Highway Asset Management.
<u>JOB PURPOSE :</u>	You will be responsible for carrying out the design and implementation of a wide range of highway maintenance schemes and contracts and providing input to the highway asset management processes and works under Sections 38 and 278 of the Highways Act 1980
<u>POST NO</u>	D11160
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, expected competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Assist in the effective delivery of the services in which you are involved, including:
 - Survey, scheme design, contract preparation, project management and site supervision for highway maintenance schemes (road, footway and bridges)
 - Specialist surfacing contracts
 - Highways Act 1980 Sections 38 and 278 works
 - Highways Act 1980 Section 50 applications
 - Highway Drainage Works and Local Flood Management
 - Highway Asset Management
 - Performance Indicators and Benchmarking for Highway Services

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 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 Assistant Director - Transport and Capital Projects, and Head of Highway Asset Management, which may extend beyond the boundaries of the Division.
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.