Newcastle City Council

Job Description

Post Title: Senior Technician RR261

Evaluation: 499 Points **Grade: N6**

Responsible to:

Responsible for:

Job Purpose: To undertake, lead and co-ordinate technical duties relating to the delivery of services. To provide advice and guidance to Technicians and Assistant Technicians.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To lead and co-ordinate inspections, surveys, maintenance work and repairs and the preparation of resultant reports.

2. Maintain a detailed understanding of relevant practices and legislation applied to the service and liaise with other officers, departments and organisations.

3. To ensure that all technical operations comply with the requirements of all legislative standards and relevant quality systems.

4. To monitor service performance and ensure compliance with corporate policies.

5. To assist in the ordering of materials, tools and equipment in accordance with the Council's procurement procedures.

6. Investigate problems and/or complaints and take the appropriate action.

7. To assist in budgetary setting for income and expenditure.

8. To monitor and review suppliers of services to the council.

9. To undertake a mentoring role, providing advice and guidance and demonstrating duties as required.

10. To represent the Council at meetings and working groups as required including, where applicable, legal proceedings at Court.

11. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.