

Job Description

Post Title: Senior Technician RR261

Evaluation: 499 Points

Grade: N6

Responsible to: Team Manager or Appropriate Supervisor

Responsible for: N/A

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

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 provide information and specialist advice and guidance as required
2. To lead and co-ordinate inspections, surveys, maintenance work and repairs and the preparation of resultant reports
3. Maintain a detailed understanding of relevant practices and legislation applied to the service and liaise with other officers, departments and organisations.
4. To complete all relevant documentation in accordance with departmental requirements
5. To ensure that all technical operations comply with the requirements of the relevant quality standards
6. Prepare reports on technical information as appropriate
7. To monitor service performance and ensure compliance with corporate and national policies
8. To co-ordinate technical activities in various locations.
9. To assist in the ordering of materials, tools and equipment in accordance with the Council's procurement procedures
10. To assist in the development, implementation and maintenance of policies and procedures.
11. Investigate problems and/or complaints and take the appropriate action
12. To assist in budgetary setting for income, invoicing and expenditure

13. To monitor and review suppliers of services to the council
14. To assist work allocation, advice and personal development of staff on a project or assignment and personal development basis
15. To represent the Council at meetings and working groups as required including, where applicable, legal proceedings at Court.
16. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.