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| **Job Description** |
| **Post title** | Civil Engineering Technician |
| **JE Reference No** | N9231 |
| **Grade** | 5 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Transport & Contract Services – Strategic Traffic |
| **Reporting to** | Designated workplace line manager. |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The post holder is required to undertake a variety of design, data collection and administrative duties relating to traffic management, facilities management, road safety engineering and/or transport planning.

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| **Duties and responsibilities** |

To undertake other duties and responsibilities that are commensurate with the level of the post. This job description contains the main accountabilities of the post and does not describe in detail all the duties required.

To undertake work associated with:

* Town centre traffic management, including traffic restrictions and parking control
* Traffic Regulation Order Consultation preparation
* Transport Infrastructure design and maintenance.
* Facilities Management
* Traffic Sign design
* Assessment of School Walking Routes
* Accident monitoring and analysis
* Preparation of accident prevention works and small scale improvements
* Integrated route management
* Cycling schemes and initiatives
* Speed management
* General technical support
* Web content editing

Associated duties:

* To assist Engineers, Team Leader and Section Manager in the work of the Team, Section and Business Unit as a whole.
* Production of scaled and detailed technical drawings to accompany engineering briefs.
* To help with the delivery of public transport infrastructure improvements through physical improvements to public transport facilities, the provision of accessible bus stops, management of shelters and assisting with network management issues.
* Designing highway improvements schemes including road markings, signage and preparation of schedules and briefs following legislation and government guidelines and publications
* Design, producing schedules and consulting on proposals for Traffic Regulation Orders.
* Undertaking assessments of town centre management schemes and applying specified criteria for controls.
* Undertake on site survey and data collection duties, then collating data into appropriate presentation formats.
* To assist with transport infrastructure inspections, including bus stations, park and ride sites, car park and electric car charging facilities.
* To assist with the assessment of home to school walking routes.
* To assist with the processing of requests for tourist direction signs.
* To co-operate effectively with others in the corporate working of the Department.
* To liaise effectively with other County Council departments and relevant outside bodies on the work of the Section.
* To respond appropriately to emergencies arising in relation to the work of the Section.
* To undertake such other appropriately graded duties and responsibilities which may from time to time be allocated to the post.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 (ONC) in Civil Engineering or equivalent

OR* Currently working towards the qualification
 | * NVQ Level 4 (HNC) in Civil Engineering (or equivalent) or currently working towards the qualification.
* Degree in Civil Engineering (or equivalent) or currently working towards the qualification.
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| Experience | * Experience of producing scaled and detailed technical drawings to accompany engineering briefs.
* Experience of working in a busy environment.
* Experience of working to deadlines.
 | * Experience of dealing with members of the public by telephone and in person.
* Experience of interpreting legislation, policy or procedures (relevant to the role) to give recommendations and advice.
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| Skills & Knowledge | * Good interpersonal skills.
* Ability to communicate effectively both orally and in writing.
* Knowledge of Autocad and other IT applications.
 | * Knowledge over a range of civil engineering and transport legislation and disciplines such as: Road Traffic Regulation Act, S12489, TSRGD,Traffic Signs Manual.
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| Personal Qualities | * A flexible approach to work and an ability to meet targets.
* Able to work under own initiative, but in accordance with the priorities of the section.
* Ability to work equally as part of a team or individually.
* Ability to work under pressure and to meet deadlines.
* Enthusiastic and flexible “can do” approach to work.
* Self-confidence, reliability and self-reliance.
* Willingness to work improve knowledge, experience and qualification.
* Due to the requirement to drive a DCC vehicle in this role, appointment will be subject to the production of an appropriate valid driving licence and the satisfactory completion of an in-house Driver Induction Assessment.
 | * A commitment to personal development.
* Ability to work as part of a multidisciplinary team.
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