

<b>DIRECTORATE:</b>	Place
<b>DIVISION</b>	Engineering Consultancy Services
<b>POST TITLE</b>	Engineering – Grade 1 EE734
<b>EVALUATION</b>	407 Points <b>Grade: N4</b>
<b>RESPONSIBLE TO</b>	Technical Team Manager
<b>RESPONSIBLE FOR</b>	n/a
<b>JOB PURPOSE</b>	To provide technical and administrative support relating to the delivery of highway, highway structures, traffic management or flood management projects

**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. Assisting with the delivery of projects including design using knowledge of relevant engineering policies, practices, procedures, and external legislation.
2. Interpretation of information to solve a variety of engineering problems including the planning of the associated engineering activities.
3. Assisting with the preparation of plans, correspondence, calculations, documents, and reports.
4. Communication of information to other members of staff both orally and in writing.
5. Assisting with surveys, measurement, and testing.
6. Accounting for expenditure on allocated budgets.
7. Use of Information Technology software associated with the engineering tasks being undertaken including the preparation of engineering drawings electronically.
8. Provision of general assistance to others regarding highway issues.
9. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
10. To assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Council's policies and procedures.