Senior Technician

Job Description

Reports to: Team Manager or Appropriate Supervisor

Direct reports: N/A

Evaluation: 499 points

Grade: N6

Reference: RR261

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

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

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 our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.

17. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.