



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Assistant Design Technician	Role Profile Number: HI00009
Grade: M Salary:	Date Prepared: October 2018
Directorate/Group: Communities and Housing Highway Maintenance	Reporting to: Design Project Manager
Structure Chart attached:	No

Job Purpose

- To assist the Senior Design Technician in the design, construction, and compilation of documents for civil and highway engineering projects.

Key Accountabilities

- To assist in the design of Civil Engineering works under the supervision of the Senior Technical Support Officer
- To visit site take measurements and draw up plans.
- To compile the designs, measures, specification, Invitation to Tender details and works information into a tender ready package.
- To assist in answering design queries or providing clarification for the design while the works are being constructed.
- To be aware and promote good Health and Safety practice, and to act as necessary to ensure safe working practices are followed
- To be positive, reliable and willing to learn
- Carry out investigative duties in the process of design including ground investigations, statutory undertaker searches and land registry enquiries.

Supplementary Accountabilities

- To stand in for the designer in their absence.
- To undertake continual personal professional development and keep up to date with modern professional and industry practices
- To be able to deal with enquires from the general public in a professional and courteous manner
- On occasion to undertake any duties that can be accommodated within the grading level of the post.
- To contribute to and on occasion chair design and team meetings.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience and knowledge in the use of CAD.
- Efficient and familiar in the use of Word and XL
- Some experience in highway maintenance would be advantageous.
- Good written and verbal communicator.
- Prepare reports and be diligent in compiling information.
- Be numerically accurate in creating estimates and Bills of Quantities.
- Efficient use of smart phones for recording photos and downloading into appropriate files.
- Good IT skills
- A full driving licence
- Experience of Civil Engineering maintenance and projects.

Qualifications

- Educated to HNC level or compensatory experience
- Street Works qualification

Decision Making

- Application of engineering skill and judgement in the proposal and evaluation of solutions to civil engineering problems. To apply sensible, workable design solutions.
- Assessment of acceptability of risks in the delivery of public works engineering projects including consideration of impact on level of risk to the general public.
- To assist with the management and administration of civil engineering contracts.
- To take into account risks of carrying out highways works and convey these through the designers risk assessment. (Schools, emergency access, services etc.)

Creativity and Innovation

- The skill to resolve problems and react to demands of the service
- Good communication skills to explain solutions to others
- Ability to act on own initiative
- Ability to prioritise in a constantly changing environment

<p><u>Job Scope</u></p> <p>Number and types of jobs managed To assist in the design, estimate and compile information ready for tender, batches of works to the value of £500k</p> <p>No direct line management – but input and clarification of design maybe required on site.</p> <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Measurement on site • Issuing instruction to external contractors 	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>.</p> <p>Civil Engineering equipment, phone, council vehicle, laptop</p>
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Written and verbal communication with the Public, Members, Officers, external Consultants and other Stakeholders in the delivery of civil engineering projects.
- Verbal and written contact with Contractors, members of the public and external clients

Values and Behaviours

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	