



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Assistant Design Technician	Role Profile Number: HI00009
Grade: M	Date Prepared: October 2018
Directorate/Group: Communities and Housing; Highway Maintenance	Reporting to: Design Project Manager

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.

- To assist the designer with a variety of project management tasks.

Knowledge & Experience

- 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>Civil Engineering equipment, phone, council vehicle, laptop</p>
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Contacts and Relationships

- 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.

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