



SWINDON
BOROUGH COUNCIL

Role Profile

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| Job Title: Senior Technician | Role Profile Number: OPN80 |
| Grade: N | Date Prepared: October 2019 |
| Directorate/Group: Highway Maintenance | Reporting to: Design Project Manager |
| Structure Chart attached: | No |

Job Purpose

To assist the Design Project Manager in the design, construction, inspection, assessment and maintenance of civil engineering projects.

Key Accountabilities

- To assume a high degree of responsibility in the progression of civil engineering projects from design through to construction including the identification and proposal of appropriate design solutions
- To assist the Design Project Manager in ensuring that Civil Engineering projects are completed in accordance with standard highways specification, to agreed project management procedures, quality standards, timescale and budgetary constraints
- Preparation of detailed designs, contract documents, feasibility and technical reports in accordance with the Swindon Borough Council policies, plans, procedures, specifications, standards and regulations
- Preparing works packages, including bills of quantities, specifications and construction drawings
- To promote and be aware of good construction works Health and Safety practices and to act as necessary to ensure safe working practices are followed
- To participate in the SBC's Personal Development Plan (PDP) process and to carry out the work based, competency and learning objectives identified within the assessment summary
- Dealing with enquiries from members of the public, other Council Officers and elected members

Supplementary Accountabilities

- Develop junior staff.
- To undertake continual personal professional development and keep up to date with modern professional and industry practices
- To assist the Design Projects Manager in meetings and presentations
- Carry out site monitoring duties and joint site measures / inspections with the Client and / or Contractor
- Carry out Project Management duties
- Other duties that are considered comparative with the grade of the role

Knowledge & Experience

- Experience in the design and supervision of highway maintenance works and construction practice
- Excellent written and verbal communicator
- Able to assist the Design Projects Manager in the delivery of complex engineering projects to challenging timescales
- To work and contribute well within a team
- Good working knowledge of CAD and preparation of Bill of Quantities
- Experience in pavement design, construction and materials for highways maintenance works
- Good understanding of relevant design standards, including DMRB, MCHW and TRSGD 2016
- Good understanding of CDM 2015 regulations
- Hold a valid UK driving licence

Knowledge and Experience (Preferred)

- Understanding / experience of ECC (NEC3) contracts, CESMM4, HMEP and Standard Highways Specification
- Membership of a professional Institution or working towards this

Qualifications

- A BTEC / HNC / HND in Civil Engineering or EngTech
- Working towards achieving CEng or IEng with a professional institution
- NRSWA qualification appropriate to role

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

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • To assist in the design, estimate and compile information ready for tender, batches of works to the value of £500k • No direct line management – but input and clarification of design maybe required on site. • Operational Management and supervision of Civil Engineering works. • Mentoring, training and developing junior members of staff <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Measurement on site • Issuing instruction to external contractors • Allocation of tasks to junior staff | <p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>No</p> <ul style="list-style-type: none"> • SBC Vehicle • Mobile working device and/or mobile telephone • Laptop • Surveying equipment |
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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

Other Key Features of the role

- Working in all weathers
- Working alone in potentially hazardous situations
- Potential for aggressive confrontations with members of the public

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