



Role Profile

Job Title: Senior Technician	Role Profile Number: OPN80
Grade: N	Date Prepared: Oct 2019
Directorate/Group: Highway Maintenance	Reporting to: Design Project Manager
Structure Chart attached:	

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.
- Other duties that are considered comparative with the grade of the role.

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 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.

<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

(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 through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and

demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

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).

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

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