

Job Description

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job title:	Engineer
Service:	Customer and Corporate Services
Team:	Engineering Services
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Property and Engineering Manager
Responsible for:	
OUR ORGANISATIONAL VALUES	
Openness	In Waverley we value openness and honesty where communication is clear and constructive and actions are transparent .
Excellence	In Waverley we value excellence , working in a consistent and professional way to achieve the highest standards possible, taking the time to recognise and celebrate success .
Fairness	In Waverley we value fairness and respect , working with integrity to ensure that everyone is treated well and has equal access to the opportunities available.
Team Work	In Waverley we value team work and collaboration , with approachable staff actively contributing to our shared corporate goals.
Taking Ownership	In Waverley we value taking ownership , where everyone feels personally committed to issues at hand and is working towards a positive outcome .
PRINCIPAL PURPOSE OF THE ROLE	
<p>To perform as an effective member of the Engineering Team in carrying out capital and revenue funded works of Council based assets to the infrastructure.</p> <p>To provide expertise and advice to other sections to ensure a best practice approach consistent with Council policy.</p>	

MAIN DUTIES AND ACCOUNTABILITIES

Assist with the car parks maintenance programme and manage the 10 year capital programme including design and supervision of works.

- Carry out duties associated with the Land Drainage function of the Council to ensure that the maintenance and inspection of Land Drainage assets is carried out to an acceptable standard.
- Provide advice on drainage responsibilities and ensure that the Council is responding in a manner appropriate to its Risk Management Authority status.
- Ensure the Council's two large raised reservoirs are inspected in according to requirements of the Reservoirs Act and recommendations of the Dams Inspector, and that any associated works recommended are budgeted and programmed accordingly.
- Inspect and maintain the Council's street furniture assets to an acceptable standard. Record the location and condition of such assets on mapping and street furniture inventory. Develop a longer term strategy for future maintenance and replacement policy.
- Preparation of reports with cost estimates on any aspect of the engineering function of the authority as required. Liaise with other services to achieve a comprehensive approach.
- Provide engineering advice and expertise to other council sections.
- Assist in the provision of a maintenance service to the Council's commercial property portfolio including the procurement of advice, services and repairs
- Development/maintenance of a data base of engineering records into an easily retrievable medium.
- Conduct site investigations and surveys to prepare designs and tender documentation.
- Supervise associated works to ensure compliance with contract and budgetary requirements.
- Deputise for the operations lead officer when required as part of the Borough Emergency Plan.
- Provide out of hours capability for matters relating to flooding and general emergencies.

DIMENSIONS OF THE ROLE

Typical Budgets:

Responsible directly for:

Land Drainage (Revenue) £30,000

Street Furniture maintenance £30,000

around 2000 street nameplates, 100 bus shelters and 100 public seats

Capital Works

Variable dependant upon other services requirements and programme of works.

Can be in region of £300,000

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

The Council relies on this post holder for guidance on drainage issues and car park design and therefore the responsibilities specifically include implementing designs for sensitive or difficult schemes requiring innovative solutions to meet varying criteria. Extensive land owner and agency involvement commonly feature whereby resolutions can be protracted.

Successful completion of schemes to programme within budget by mindful co-ordination. Monitoring expenditure and site events leading to settlement of final accounts often requiring evaluation and analysis in cases of dispute.

The maintenance of street furniture requires a consistent approach to ensure that an ageing infrastructure is kept in a safe useable condition.

The Council's two large raised reservoirs require knowledge on reservoir legislation and the ability to manage external specialist consultants to ensure compliance with regulations and development of a longer term maintenance strategy.

PLANNING/ORGANISING/CONTROLLING

Car Parks

Drainage

Revenue and Capital projects

Street furniture

Dams and Reservoirs

Insuring that all works are carried out on time and within budget.

CUSTOMERS AND CONTACTS

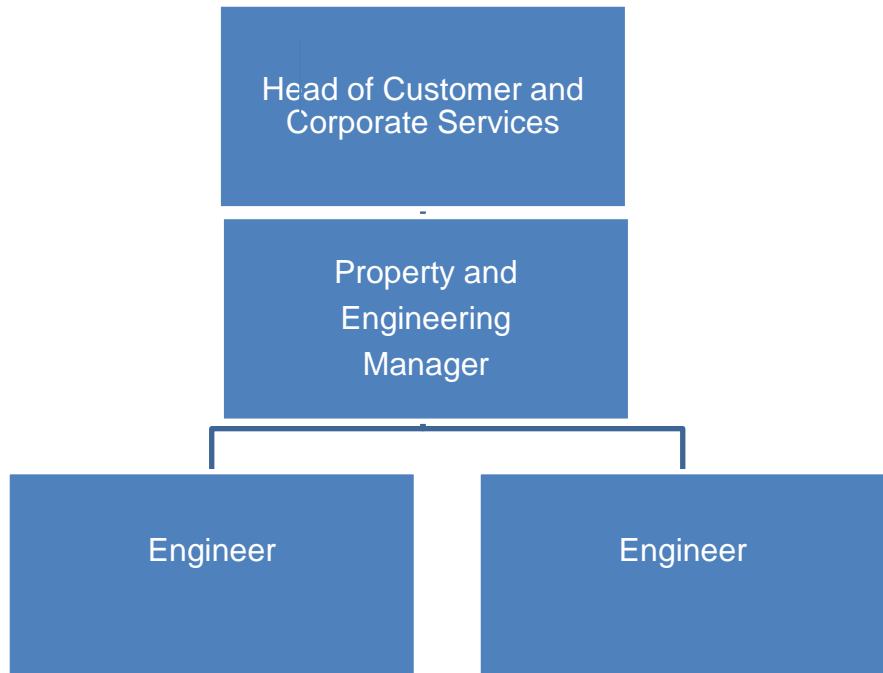
Internal – Client Service in execution of projects:

- Leisure - Green Spaces
- Environment – Car parks & Recycling
- Planning - land drainage aspects of development – case officers and enforcement
- Legal and Financial Services - procedural and contract documentation advice
- Elected members.

External

TWUL (public sewerage), Surrey CC Highways, Surrey CC LLFA, Surrey Police, service undertakers, Parish and Town Councils, land owners and appointed agents, private developers, civil engineering contractors and consultants, roadworks laboratory services, materials manufacturers, general public. Environment Agency officers and staff. Dams inspector and reservoir panel engineer.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C, A/C/I or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	HOW ASSESSED	DESIRABLE CRITERIA	HOW ASSESSED
QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE	Formal engineering related qualification or the equivalent knowledge gained by work experience	A/C	Engineering related degree or Professional Qualification	A/C
	Good understanding of Health and Safety Legislation	A	Good understanding CDM Regulations	A
KNOWLEDGE /TECHNICAL SKILLS	Practical engineering experience in one of the job related fields.	A/C/I	Practical experience in drainage, car park and highway works	A/I
	Computer literate with particular emphasis on Microsoft Office.	A/I	Local government. experience	A
	Ability to prepare detailed building works specifications	A/I	Awareness of Safeguarding	A/I
	Ability to manage site based projects/works	A		
COMMUNICATION	Good written and verbal communication skills.	A/I		
CUSTOMER SERVICE	Understanding of and commitment to promoting equality	I		

	and diversity in service delivery and employment.			
	Commitment to a high level of customer service and quality service	A/I		
	Ability to resolve problems.	A/I		
TEAM WORKING	Ability to work effectively	A/I		
	Team player	A/I		
MANAGING SELF AND OTHERS	Ability to work within approved budgets	A/I		
CAN DO APPROACH / ACHIEVING RESULTS	Ability to work under pressure	A/I		
	Able to effectively organise workload and meet deadlines	A/I		
	Able to prioritise tasks and ensure targets are met.	A/I		
	Attention to detail.	A/I		
	Ability to set and obtain high standards of quality and accuracy.	A/I		
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A/I		
	Full and valid driving licence and use of a car during working hours	A/I		

How assessed

- A = Application CV/Personal Statement
- C = Certificates/professional Registration
- D = DBS police check
- E = Exercise

I = Interview
M = Medical assessment

For Official Use only			
Job title:	Engineer	Post no:	EB13
Service:	Customer and Corporate Services	JE score:	342
Team:	Engineering	Pay band:	6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Four day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	<i>David Allum</i>	DATE:	December 2018
CHECKED IN:	Human Resources	DATE:	December 2018
LAST UPDATED:		DATE:	