



ADUR & WORTHING
COUNCILS

JOB DESCRIPTION

AUTHORITY:	WBC/ADC
DIRECTORATE/DIVISION:	Digital and Resources
SECTION:	Engineering Services
POST TITLE:	(Apprentice) Technical Assistant
POST NUMBER:	10552
ACCOUNTABLE TO:	Engineer
MANAGEMENT RESPONSIBILITY FOR:	None
AUTHORITY TO LIASE WITH:	Officers of both Adur and Worthing Council's, Contractors, Private Utility Companies and other Statutory and Public Authorities, Members of the Public.
MEETINGS ATTENDED ON A REGULAR BASIS:	Department and Section meetings, Engineering Team meetings, Contract Site meetings and Apprentice progress meetings.
Work Style	Flexible

Principal purpose of job (role summary)

- To provide support to professional engineers, under supervision. Involving the design and management of all the Civil, Municipal and Environmental Engineering reactive maintenance and projects at all stages from inception to completion.
- The post holder will be expected to study for an appropriate course and qualification in Civil Engineering whilst in post.
- To undertake the Civil Engineering Technician Level 3 apprenticeship including Functional Skills.

On completion of the apprenticeship, the apprentice will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution in accordance with the requirements of the Engineering Council as the registration body.

Main duties, tasks and responsibilities of post holder

- Learn to provide utility information to the Engineering Section and other service areas of the Council.
- Learn to provide technical, general office, workplace skills and administrative support to the Engineering Section.
- Learn to support Engineers with inspections, monitoring, surveying and measurements on site.
- Learn to support Engineers with the preparation of estimates and feasibility reports on a variety of Civil, Municipal and Environmental Engineering reactive maintenance and projects.
- Learn to support Engineers with the preparation of contract documents including bills of quantities, specifications and AutoCAD (Training will be given where required) contract drawings under guidance.
- Learn to support Engineers in supervising civil engineering projects on site, including contract administration.
- Learn to support Engineers with the management of all assets falling within the Council's responsibility by updating and maintaining the statistical records held by the section on GIS, databases or spreadsheets.
- Learn to develop skills to assist with in the implementation of the section's inspection regime to enable holiday cover.
- Learn to support Engineers with other reactive maintenance and engineering projects as necessary.

Other Service specific tasks

- Participate in the Council's training and development programme.
- Continually review advances in maintenance management and construction techniques.
- Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
- Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties appropriate to the grade and character of the work as may reasonably be required of them. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent

changes in duties and responsibilities will require agreed revisions to be made to this job description.

Job Description agreed by:

Post holder (Print name):	
Signature:	
Date:	
Line Manager (Print name):	
Signature:	
Date:	
Executive Head of Service (Print name):	
Signature:	
Date:	