

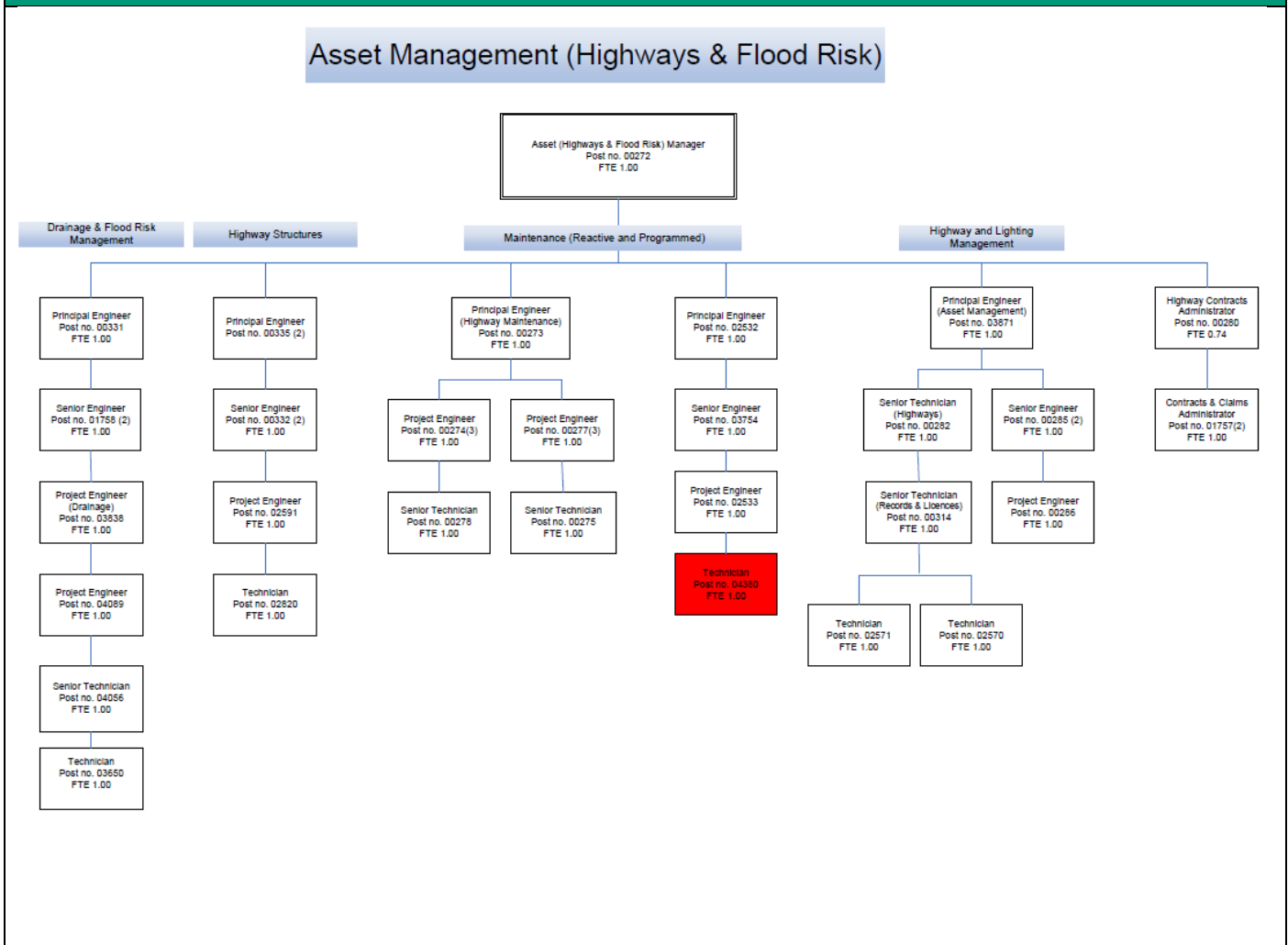
Job Description and Person Specification

Job title:	Technician – career graded
Directorate:	Economy and Environment
Service:	Transport & Countryside
Team:	Asset Management
Post number:	04380
Salary grade:	E to F
Work location:	Market Street, Newbury
Reports to:	Principal Engineer (Projects)
Supervises:	N/A

Job Purpose

To provide technical support as a member of the Maintenance (Reactive and Programmed), assisting in the delivery of the Highways Capital Programme.

Structure Chart



Main Duties and Responsibilities

- To provide technical services consistent with the post-holders qualifications and experience in procuring the delivery of the Council's capital works programme.
- To assist in the design and supervision of construction of highway and engineering projects on behalf of the Council;
- Responsible for the design and supervision of small highway improvement and resurfacing projects.
- Responsible for the financial management of small highway improvement and resurfacing projects.
- To ensure that the actions of the post-holder comply with Council policy, Standing Orders, Financial regulations and the Code of Conduct for Officers;
- To ensure the Council achieves value for money in managing resources that the post-holder is from time to time responsible;
- Through the use of computer aided design package AutoCAD, prepare of drawings for design and contract purposes;
- Assist with the distribution of information to the public with regards Highway Improvement schemes;
- Assist with the administrative functions of scheme design and management;
- Assist with the administration of contracts;
- Promote equality as an integral part of the role, treating everyone with fairness and dignity;
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others;
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

Management of projects with a budget of up to £25,000.

Person Specification

Qualifications	Essential/ Desirable
Achieved successful completion of ONC (or equivalent) in Civil Engineering Year 2 (to start at Salary Grade E)	Essential
Achieved successful completion of HNC (or equivalent) in Civil Engineering (to progress to Salary Grade F)	Essential
Professional qualification	Desirable

Experience	
Minimum 3 years experience working in a technical office.	Essential
Experience of working in service provision and dealing with the public.	Essential
Site supervision experience.	Desirable
Knowledge and understanding	
Computer literate	Essential
Basic knowledge of Highway Design standards	Essential
Skills and abilities	
Ability to use Outlook, and a web browser to access information	Essential
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential
Basic use of AutoCad.	Essential
Detailed understanding of AutoCad and highway design related add-on packages.	Desirable
Work-related personal qualities	
Committed enthusiastic and adaptable.	Essential
Willing to pursue further education and qualifications.	Essential
Other work-related requirements	
Full driving licence	Essential
Career Progression	
To progress from Technician to Senior Technician the post-holder will need to successfully complete year 2 of a HNC (or equivalent) in Civil Engineering, have a minimum 3 years relevant experience and be actively pursuing further education (degree) or professional qualification (EngTech or IEng).	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential