

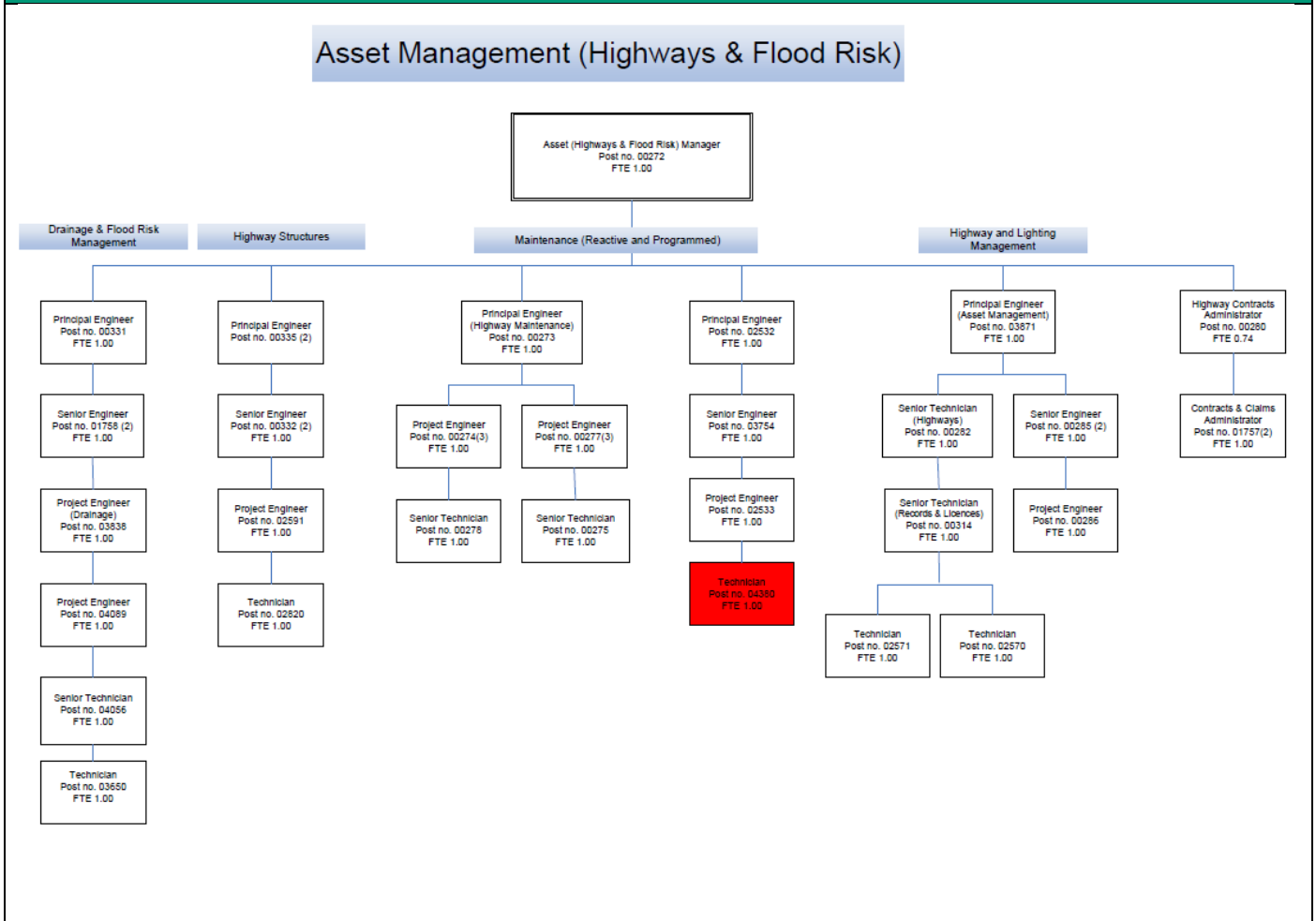
Job Description and Person Specification

Job title:	Trainee Technician – career graded
Directorate:	Economy and Environment
Service:	Transport and Countryside
Team:	Asset Management
Post number:	04380
Salary grade:	B to D
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) Team, 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;
- 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, assist in the preparation of drawings for design 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)

No direct control over resources.

Person Specification

Qualifications	Essential/ Desirable
Have minimum 5 GCSE's including English, Maths and a Technical or Science subject (Starting at Salary Grade B)	Essential
Achieved successful completion of ONC (or equivalent) in Civil Engineering Year 1 (to proceed to Salary Grade C)	Desirable
Achieved successful completion of ONC (or equivalent) in Civil Engineering Year 2 (to proceed to Salary Grade D)	Desirable
Experience	
Experience working in a technical office or site environment	Desirable
Experience of working in service provision and dealing with the public.	Desirable
Minimum of 1 years Engineering office experience required to proceed to Salary Grades C and D	Desirable

Knowledge and understanding	
Computer literate	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	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	Desirable
Career Progression	
To progress from Trainee Technician to Technician the post-holder will need to attain an ONC (or equivalent) in Civil Engineering and have 3 years relevant experience.	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