

Post Title: Trainee Engineer

Post Hours: 37 hours per week

Grade: Scale 1–SO1 (Career Grade - Progression through the grade is determined via Career Grade Guidelines)

Responsible to: Principal Engineer

Responsible for: None

Main Contacts Associated with Principal Duties:

- Daily within the Service Area.
 - Frequently with other Service Areas and the Directorate.
 - Frequently with members of the public and elected members.
 - Frequently with contractors, statutory undertakers and the police.
 - Frequently with County Council officers and local businesses.
 - Frequently with external clients.
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Job Purpose:

- To design, prepare and implement engineering schemes (including traffic management and drainage schemes).
 - To supervise contractors.
 - To implement and manage Inventory Maintenance Programmes.
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Control of Resources:

None.

Main Duties and Responsibilities:

1. To be trained towards attaining Engineering Technician/Incorporated Engineer/Chartered Engineer status.
2. To assist in giving advice on various engineering schemes to councillors and other Service Areas in the Council, and to respond to enquiries from members of the public.
3. To assist in undertaking the design of various engineering schemes within the Engineering Section.
4. To undertake various surveys within the Engineering Section including traffic surveys, traffic counts and residents' parking surveys.
5. To assist in the collection of data, analysis and preparation of schemes for long-term traffic and pedestrian planning and management.

6. To undertake the setting out of various projects within Engineering Section, and ensuring their completion on site, including lining and signing.
7. To deal with complaints raised by the public.
8. To assist the Assistant Engineer (Drainage) in the management of the Council's Land Drainage function.
9. To assist in preparing detailed drawings for engineering, public realm, traffic management and car parking proposals.
10. To gain experience in all work areas within the Engineering Section as part of the training regime.
11. To be responsible for the effective implementation and control of those aspects of health and safety under his/her concern, and to ensure that all contractors working for the department on contracts for which he/she is responsible comply fully with all aspects of the department's Health and Safety Policy and Codes of Safe Working Practice.
12. To contribute suggestions/new ideas for improvements to service delivery.
13. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

Selection Criteria	Essential or Desirable	Assessment Method
Qualifications		
1. To possess the minimum qualifications for acceptance onto a BTEC National Certificate in Civil Engineering (normally four GCSEs including Mathematics, English Language and Science at Grade C/4 or above (or NVQ equivalent)).	Essential	Application Certification
2. The possession of a current valid driving licence and have a vehicle available to use at work; or to achieve this within 12 months of appointment.	Essential	Application Certification
Knowledge, skills, abilities and experience		
3. Willing and able to continue with academic training, possibly to degree level and at least to HNC level.	Essential	Application Interview
4. The ability to work on an individual basis or as part of a team with minimal supervision.	Essential	Application Interview
5. The ability to communicate clearly, both orally and in writing.	Essential	Application Interview Test
6. The ability to interpret technical drawings and plans.	Essential	Application Interview Test
7. The ability to prepare working drawings.	Essential	Application Interview
8. The ability to work effectively in a busy office, working to deadlines etc.	Essential	Application Interview Test
9. The physical ability to work in difficult site terrain e.g. uneven ground, accessing deep excavations etc. and working in inclement weather.	Essential	Application Interview
10. To have a good understanding of health and safety requirements for the role	Essential	Application Interview
11. The ability to deal with the public in a courteous and helpful manner, taking account of any diversity needs	Essential	Application Interview
12. Knowledge of GIS/CAD systems.	Desirable	Application Interview
Special requirements		
13. None.	N/a	N/a
<p align="center">This post is subject to pre-employment and probationary drug and alcohol testing. It will then be part of the ongoing random testing regime for safety critical posts.</p>		

**CAREER GRADE GUIDELINES:
Trainee Engineer**

Qualifications/Experience	Grade	Duties/Levels of Responsibilities
<ul style="list-style-type: none"> 4 GCSEs at C or above including Maths and an English-related subject BTEC GNVQ Intermediate in a relevant subject 	Scale 1	<ul style="list-style-type: none"> Willing to study for relevant qualification in Civil Engineering Technical and general office duties Data collection
<ul style="list-style-type: none"> BTEC National Certificate/NVQ Level 3/GNVQ Advanced in Civil Engineering or equivalent 	Scale 2	<ul style="list-style-type: none"> Willing to study for relevant qualification in Civil Engineering Assisting with surveys Assisting with the preparation of plans and technical drawings Dealing with enquiries from members of the public
<ul style="list-style-type: none"> Successful completion of Year 1 of a HNC in Civil Engineering (studied on a part-time basis, whilst working within a civil engineering environment) BTEC National Certificate in Civil Engineering or equivalent plus one year's subsequent experience) 	Scale 3	<ul style="list-style-type: none"> Willing to study for relevant qualification in Civil Engineering Surveying Preparing plans and technical drawings Dealing with the public and outside organisations
<ul style="list-style-type: none"> HNC in Civil Engineering (studied on a part-time basis whilst working within a civil engineering environment) 	Scale 4	<ul style="list-style-type: none"> Studying for relevant qualification in Civil Engineering Personal responsibility for medium size or more complex projects under general direction from senior staff To undertake surveys, design and preparation of bills of quantities of a more complex nature Supervision of works on site by direct labour or contract
<ul style="list-style-type: none"> HNC in Civil Engineering (studied on a part-time basis plus two years' subsequent experience) 	Scale 5	<ul style="list-style-type: none"> Studying for relevant qualification in Civil Engineering Personally responsible for medium size schemes or projects including design and supervision of construction with supervision on an ad-hoc basis Accepting full designation as Engineer's representative on small to medium size contracts and participating in office and contractor meetings under the direction of senior staff Supervision and guidance of more junior staff appropriate to the duties allocated

<ul style="list-style-type: none"> • Achievement of Eng Tech status • Degree in Civil Engineering (studied on a part-time basis whilst working within a civil engineering environment) 	Scale 6	<ul style="list-style-type: none"> • Studying for relevant qualification in Civil Engineering • Personally responsible for medium to large size scheme or projects including design and supervision of construction • Full designation as Engineer's representative and representing the Service Manager at officer and contractor meetings with guidance available • Supervision, guidance and training of more junior staff relative to the duties involved
<ul style="list-style-type: none"> • Achievement of I Eng status or meets the requirement to apply for C Eng status <p>link to info on quals etc needed for IEng and CEng</p>	SO1	<ul style="list-style-type: none"> • Personal responsibility for design and supervision of large-scale schemes or complex designs • Representing the Service Manager on working parties and ad-hoc groups and at meetings with developers and contractors, etc • Accepting full designation as Engineer's representative • Preparation and presentation of technical and committee reports • Some responsibility for more junior members of staff • Provision of advice to the Principal Engineer in relation to projects for which they are specifically responsible

NOTE:

There is a bar at the top of each grade. Progression to each level is dependent on the availability of work commensurate with the grade at the higher level. Progression is also dependent on the employee's satisfactory performance at their existing level and having the potential to perform satisfactorily at the higher level.

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