

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT:</b> Regeneration & Culture	<b>SERVICE GROUP:</b> Planning, Transportation & Highways
<b>POST TITLE:</b> Technician / Senior Technician (Generic)	<b>REPORTS TO:</b> Principal Engineer
<b>GRADE:</b> Band 5 – Band 8	<b>SAP POSITION NUMBER :</b> 50145951, 11007462, 50041415, 50146436, 11007401, 50145945, 50041416, 50146428, 11007490, 50146426, 50145944, 50145955, 50145938, 50146437, 50145943, 50145949, 50145946

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post:</b>
<ul style="list-style-type: none"> <li>To support the service's Senior Engineers and Engineers in the design, supervision and maintenance of civil engineering works ensuring compliance with the best engineering principles, having due regard to safety, work planning and budgetary control.</li> <li>To assist in the development of feasibility and concept studies, delivery of public engagement and consultation programmes, design, inspection, assessments, procurement, construction supervision and project management on a variety of highway, electrical and civil engineering related projects undertaken by the service for internal and external clients.</li> <li>Ensure that the services delivered meet the needs of local people, that continuous improvement in service delivery is actively pursued and that performance targets are achieved whilst ensuring that the Council's legal and statutory obligations as Highway Authority are fulfilled.</li> </ul>
<b>Main Responsibilities of Post:</b>

**Duties will include most, or all, of those listed below according to the degree of experience and training reached and placement within the technical specialism units of the Service.**

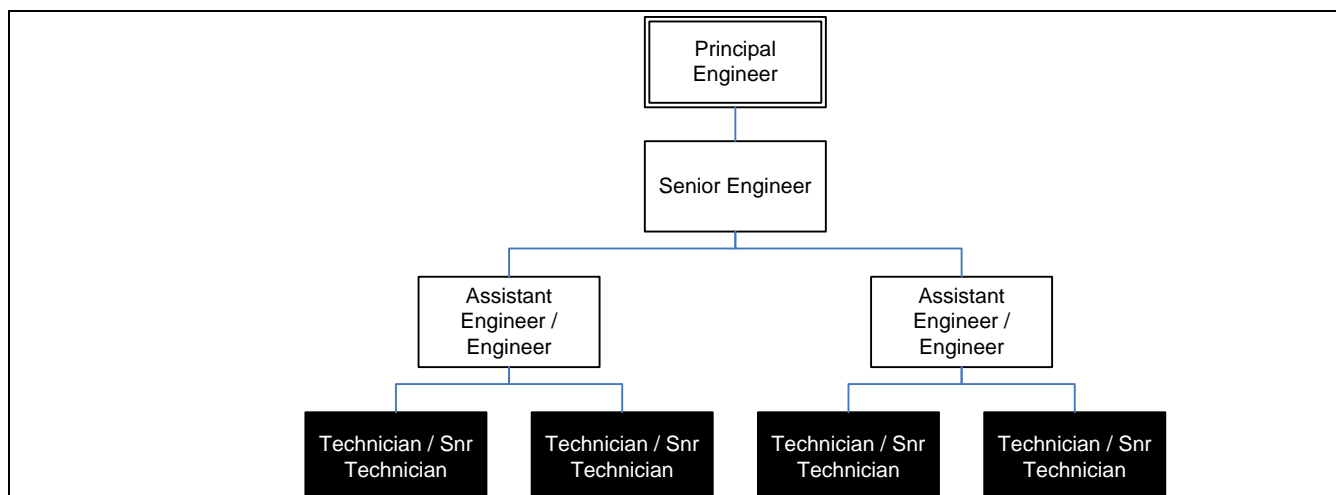
1. Assist in the development of feasibility and concept studies of alternative solutions to a wide range of engineering problems formulating recommendations and solutions, working as part of an integrated team for schemes which may arise from the Local Transport Plan, revenue budgets and other external funding sources.
2. Assist in carrying out the detailed design of traffic management, casualty reduction, traffic signal, street lighting, highway structures & demolition proposals and highway improvement schemes appropriate to placement within the service's structure and level of seniority. Assist in undertaking technical checks.
3. Assist in the procurement of contracts according to role within service for:
  - a) Civil engineering works;
  - b) Street lighting works;
  - c) Highway structures, demolition and associated works; and
  - d) Traffic signals and associated ancillary equipment.
4. Participate in undertaking data acquisition, inspection, surveys and assessment in connection with the role and undertake investigations appropriate to area of expertise. Prepare high quality written documents and correspondence and maintain such files, records and diaries as are necessary for the efficient and accountable operation of the service.
5. To support more senior colleagues in undertaking activities associated with managing highway network improvements and asset management activities across the Bradford District appropriate to the placement within the service. Share information and co-ordination actions with other unites, including Highway Structures, Traffic Signals, Street Lighting, Planning, Highway Development Control, WYCA, Private Developers, consultants and statutory undertakers particularly on construction programmes. Work with other parties having an interest in transport provision in Bradford, seeking to improve the image of the District through an integrated approach.
6. Prepare orders and tender documentation in accordance with established practices and the Council's Contract Standing Orders and Financial Regulations commensurate with role.
7. Comply with the Service's Health and Safety Policy and in particular the requirements of the Construction (Design & Management) Regulations (CDM) and other safety legislation together with the Quality Management System.
8. Provide accurate programming and financial information during initiation, feasibility, design and construction stages of assigned projects and programmes and inform senior colleagues of changes to financial forecasts.
9. Be competent in the use of appropriate technical computer software necessary for carrying out your duties and recommend appropriate improvements to office systems.
10. Undertake and a programme of continuing professional development (CPD) activities on

behalf of self, including participating in regular personal appraisals conducted by the Senior/Principal Engineer and proactively participating in the service's approved training scheme. Maintain a detailed up-to-date knowledge of appropriate techniques, statutory instruments, legislation, application of new technology and materials appropriate to role within the service. Understand the requirements of design manuals, codes of practice, technical instructions and memoranda and ensure that such requirements are applied. Have similar regard to legal requirements and procedures including, where appropriate, drafting and processing of Traffic Regulation Orders.

11. Represent the Service at meetings internal to the Authority and with external bodies and members of the public at the appropriate level commensurate with experience. Attend public exhibitions and other public meetings. Foster good relationships with clients, community groups and affected parties to provide the best possible solution for the service needs having taken account of the views of end users or their representatives during the formative stages of projects and analysed user views and feedback after project completion.
12. Be aware of the political dimension of a local authority and be responsive to the legitimate interests of local ward members, committees and sub-committees. Establish effective lines of communication with local Councillors providing a courteous, helpful responsive service to the highest standard of customer care within available resources.
13. Act as the Engineer's Representative / Supervisor or equivalent in contractual matters related to civil engineering works including undertaking the supervision, inspection, monitoring and management of allocated construction projects ensuring compliance with documentation with regard to financial / programme management, quality, methods of working etc. appropriate to experience and seniority.
14. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Service manager from time-to-time, in consultation with the post holder.
15. The post holder will be responsible for the following assets:
  - a) Access to confidential information held on databases including information relating to the work of the Council/Commercial/Private interests in land and property, restricted legal and Council documents;
  - b) Computer equipment;
  - c) Camera equipment (when in use);
  - d) Survey equipment (when in use); and
  - e) Protective clothing and other PPE.

**Structure:**

The structure for each Assistant Engineer / Engineer position will vary depending upon placement within the Service however the team hierarchy is designed as follows:



**Special Knowledge Requirement. Will be used for shortlisting.**

**Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.**

	Essential
Carries out a variety of working practices, applies complex regulations, rules, procedures and process across a specialist area of the Planning, Transportation & Highways Service.	X
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	X
Uses a range of complex IT packages relating to area of work	X
Able to consider the best option/solution to multi-faceted problems	X
Knows and understands how to use, interpret, handle and communicate information	
Able to work with and share detailed information in writing, face to face, and over the telephone.	X
Follows instructions to carry out more complex tasks using appropriate judgement.	
Keeps an accurate record of work undertake using the appropriate forms	
Selects information from a wide range of sources which are most relevant to the issues being considered.	

**Relevant experience requirement: Will be used for shortlisting**

- Ability to use Microsoft Office suite of programmes for production of reports, letters, emails and financial monitoring information.
- Ability to use technical software applications appropriate to role (e.g. AutoCAD)

**Relevant professional qualifications requirement: Will be used for shortlisting**

- National Diploma OR Technical NVQ Level 3 in Civil Engineering or related discipline recognised by the Engineering Council UK as satisfying the academic base for Engineering Technician status.

<ul style="list-style-type: none"><li>Graduate Membership of a professional engineering institution or Associate Membership of the Institute of Highway Engineers (AMIHE)</li></ul> <p>Accelerated entry onto the Engineering Career Grade with higher academic qualifications and Incorporated Engineer or equivalent status (See Engineering Career Grade)</p>
<b>Core Employee competencies to be used at the interview stage.</b>
<b>Carries Out Performance Management</b>
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
<b>Communicates Effectively</b>
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.
<b>Carries Out Effective Decision Making</b>
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
<b>Undertakes Structured Problem Solving Activity</b>
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.
<b>Operates with Dignity and Respect</b>
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.
<b>Working Conditions:</b>
<ul style="list-style-type: none"><li>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.</li><li>May be required to undertake work outside normal office hours, including nights, weekends and Bank Holidays.</li><li>Must be able to travel to any location in the District.</li><li>May be required to attend outdoor sites at all times of year.</li><li>A flexible approach to the work is required, and this may result in staff being temporarily assigned to other teams within the Service thus enabling the work programme to be managed effectively.</li><li>Progression through the Post Grade will be in accordance with the approved Engineering Career Grade (See Appendix 1: Engineering Career Grade, Responsibilities and Remuneration Package.)</li></ul>
<b>Special Conditions:</b>
You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.
None.

## Competency Based Job Profile

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<b>Compiled by:</b> R. Gelder	<b>Grade Assessment Date:</b>	<b>Post Grade:</b>
<b>Date:</b> Dec 2013 (Reformatted Jul 2015)	4 Feb 2014	Band 5 – Band 8

## ENGINEER CAREER GRADE RESPONSIBILITIES AND REMUNERATION PACKAGE

The responsibilities of an individual at different levels of the Engineer Career Grade (see below) relate to the following requirements at the specified level and depending upon placement within Services' structure.

### Senior Technician (Band 7)

- Provide expertise in the engineering design, procurement, commissioning and management of highway assets appropriate to post placement within service structure.
- Assist in undertaking investigations, feasibility, design and construction supervision processes on casualty reduction, traffic management, highway design, traffic signal, street lighting and highway structures schemes for the Service, other Services, consultants and other external organisations.

### Senior Technician (Band 8)

- Investigate issues raised either within the Service or by Councillor's, MPs and members of the public or other bodies. Investigation includes definition of the problem and the generation and evaluation of appropriate solutions.
- Provide advice to other units and outside bodies on the compliance proposals related to the highway function of the Council, assist in the provision of certification where necessary and make recommendations on modern procurement methods.

### Technician / Senior Technician Posts

Scale	Designation	Qualifications and Experience
Band 5	Technician	<ul style="list-style-type: none"> <li>• ND in Civil Engineering <u>OR</u> Technical NVQ Level 4 in civil engineering <u>OR</u> other academic qualification accredited by the Engineering Council as being appropriate for Engineering Technician Status <u>OR</u> Completion of National Apprenticeship Scheme <u>OR</u> External Lighting Diploma</li> <li>• Graduate Membership of a Professional Engineering Institution <u>OR</u> Associate Membership of the Institute of Highway Engineers;</li> </ul>
Band 6		As Band 5 <u>plus</u> : <ul style="list-style-type: none"> <li>• Eng.Tech Training Scheme Completion Certificate <u>OR</u> Membership of the Institute of Highway Engineers (MIHE)</li> </ul>
Band 7	Senior Technician	As Band 6 <u>plus</u> : <ul style="list-style-type: none"> <li>• Engineering Technician Status <u>OR</u> Further progression with Membership of the Institute of Highway Engineers (MIHE)</li> <li>• Band 1 Engineering Career Grade Competencies demonstrated to a minimum of GOOD standard.</li> </ul>
Band 8		As Band 7 <u>plus</u> : <ul style="list-style-type: none"> <li>• HNC/D in Civil Engineering (pre 1999 intake) <u>OR</u> BSc (Hons) Degree in Civil Engineering (post 1999 intake) <u>OR</u> Technical NVQ Level 6 in Civil Engineering <u>OR</u> other academic qualification accredited by the Engineering Council UK as being appropriate for Incorporated Engineer status.</li> </ul>