

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

<b>DEPARTMENT:</b> Place	<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> 50145934

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 following points should be noted:

- 1 Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
- 2 Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

<b>Key Purpose of Post:</b> explain the main purpose of post i.e. why does it exist, what is its main focus. Information can be drawn from a relevant Job Description/Job Profile
<ol style="list-style-type: none"> <li>1. To assist 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>2. To provide expertise in engineering matters related to the Service and within the Authority commensurate with level of experience.</li> <li>3. Assist in the development of feasibility and concept studies, delivery of public engagement and consultation programmes, design, inspections, assessments, procurement, construction supervision and project management on a variety of highway, structural, casualty reduction, traffic management, traffic signal and UTC, integrated transport, public transport and civil engineering projects for programmes undertaken by</li> </ol>

the service of internal and external clients and other key stakeholders and to support the Senior Engineer in performance of functions associated with functions and roles of the Highway Authority.

4. To provide expertise and specialist knowledge in aspects of the following appropriate to the placement within the Service:
  - a) Urban traffic control and signal maintenance;
  - b) Traffic engineering;
  - c) Highway design;
  - d) Highway maintenance;
  - e) Civil and structural engineering; and
  - f) Street lighting & signs and other illuminated street furniture.
5. Assist in ensuring that the Council's legal obligations as Highway Authority under the Highways Act, Road Traffic Act and other allied legislation are fulfilled.
6. Ensure the services delivered meets the needs of local people, that continuous improvement in delivery is actively pursued and that the performance targets are achieved.

**Main Responsibilities of Post:** explain what needs to be done to do the job fully. Describe the main duties in priority order, addressing the questions why the task is carried out? and what does it seek to achieve? Information can be drawn from a relevant Job Description / Job Profile

**Duties will include most or all of those listed below according to the degree of experience and training reached.**

1. Assist in the development of alternative solutions to a wide range of complex engineering problems, formulating recommendations and solutions, working as part of an integrated team.
2. Assist in undertaking technical checks.
3. Assist in the development of feasibility and concept studies of alternative solutions to engineering problems as required for sites across the District; including such schemes as may arise from the Local Transport Plan, revenue budgets and other external funding sources. Preparation of calculations, drawings, specifications, bills of quantity and estimates.
4. Assist in carrying out the detailed design of traffic management, casualty reduction, traffic signal, street lighting, highway structure & demolition proposals and highway improvement schemes appropriate to placement in organisation.
5. Contribute to service improvements based on a performance management framework.
6. Deliver engineering solutions and schemes of work within the Service. Manage the progress of own workload to deliver successful schemes or projects within defined

budget and programme constraints with guidance from the Senior Engineer.

7. Participate in undertaking data acquisition, inspections, surveys and assessments in connection with 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.
8. 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.
9. Assist in the procurement of contracts according to role within Service for:
  - a. Civil engineering works;
  - b. Highway lighting works;
  - c. Highway structures, demolition & associated works; or
  - d. Traffic signal and ancillary UTMC equipment.
  - e. and the supervision of construction, including undertaking checks for compliance with safety requirements, conditions of contract, drawings and specification and the issuing of instructions to this end appropriate to level of experience. Undertake the processing of site measure, claims, payments and preparation of final accounts and variation orders in accordance with contract terms and the Council's Standing Orders and Financial Regulations.
10. Attend public exhibitions and other public meetings. Foster good relationships with clients, community groups and affected parties to provide the best possible solution for 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.
11. Act as the Engineer's Representative 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 quality, methods of working etc. appropriate to experience and seniority.
12. Undertake and plan continuing professional development (CPD) activities on behalf of self, including participating in regular personal appraisals conducted by the Senior/Principal Engineer. Maintain a detailed up-to-date knowledge of appropriate techniques, statutory instruments, legislation, application of new technology and materials appropriate to role within 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.
13. Monitor the progress of allocated schemes and other work within budget and programme constraints.

14. Establish effective lines of communication with Councillors, Members of Parliament, internal and external customers, service providers and statutory bodies to keep all clearly informed of priorities, targets and progress thereby providing an efficient level of customer service.
15. Assist in the undertaking of road safety and similar audits and road safety reviews where appropriate.
16. Be competent in the use of appropriate technical computer software necessary for carrying out your duties and recommend appropriate improvements to office systems.
17. 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.
18. Provide a courteous, helpful and responsive service to Members, third parties, the community ensuring the highest standard of service and customer care within available resources.
19. 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.
20. Prepare orders and tender documentation in accordance with established practices and the Council's Contract Standing Orders and Financial Regulations commensurate with role.
21. Provide accurate financial information during initiation, feasibility, design and construction stages of the project or programme of project and inform of any changes.
22. 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.
23. To support the Senior / Principal Engineer in undertaking activities associated with managing highway network improvements and asset management activities across the Bradford District appropriate to placement within Service. Share information and co-ordination actions with other units, including Highway Structures, Traffic Signals, Street Lighting, Planning, Highway Development Control, Metro, Private Developers, consultants, 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.

**Job Dimensions:** This is a Career Grade post. Responsibilities require at the appropriate level the career grade are set out in Appendix 1, "Engineering Career Grade: Responsibilities and Remuneration Package."

Post holders will be responsible for the following assets:

- a) Access to confidential information held on databases, confidential information relating

<p>to the work of the Council/Commercial/Private interests in land and property, restricted legal and Council documents;</p> <p>b) Computer equipment;</p> <p>c) Camera equipment (when in use);</p> <p>d) Survey equipment (when in use); and</p> <p>e) Protective clothing and other PPE.</p>
<p><b>If this post has decision making responsibility outline its extent:</b></p> <p>The post holder is responsible to the Principal Engineer working under the guidance and supervision of a Senior Engineer.</p> <p>The post holder must exercise sound professional engineering judgement in answering queries from Members, the general public, other Council departments and outside bodies on service issues and in advising the Principal Engineer accordingly. It will be necessary to liaise with all levels of Council staff, Members of Council, MPs, the General public and other organisations by correspondence or in person on matters relating to service delivery.</p> <p>Professional creative thinking is required in formulating and progressing design and maintenance options and auditing technical proposals produced by others.</p>
<p><b>Professional Qualifications:</b></p> <ul style="list-style-type: none"><li>• National Diploma in Civil Engineering or related discipline recognised by the Engineering Council UK as satisfying the academic base for Engineering Technician status.</li><li>• Technical NVQ Level 3 in civil engineering or related discipline accredited by the Engineering Council UK as satisfying the academic base for Engineering Technician status.</li><li>• Graduate Membership of a professional engineering institution or Associate Membership of the Institute of Highway Engineers (AMIHE)</li><li>• Accelerated entry onto Engineering Career Grade with higher academic qualifications and Incorporated Engineer or equivalent status. (See Engineering Career Grade)</li></ul>
<p><b>Routine Communications:</b></p> <p>Assistant Director, Planning, Transportation &amp; Highways - Occasional</p> <p>Transportation Development Manager (Senior Manager) - Occasional</p> <p>Highway Asset Manager (Senior Manager) – Occasional</p> <p>Members of the Public – Constant</p> <p>Contractors - Occasional</p> <p>Members of Parliament – Infrequent</p> <p>Elected Members of Council – Infrequent</p> <p>Other Council Officers – Constant</p> <p>Other Local Authorities – Infrequent</p> <p>Outside Agencies - Infrequent</p> <p>Government Departments – None</p> <p>Statutory Bodies (e.g. Integrated Transport Authority) – Frequent</p> <p>Solicitors – None</p>

<b>Structure:</b>	
The structure for each Engineer position will vary depending upon placement within the Service.	
<b>Core Employee Competencies</b> are now included as a full list attached to the Job Profile. They are no longer specifically identified and candidates are not required to demonstrate them. They are not used in the shortlisting process but will be used in subsequent selection activity or at interview.	
<b>Main Technical Skills/Competencies:</b>	
<b>Number</b>	<b>Key Skill /Competency</b>
BUS6	Able to effectively use key IT packages as recognised by Bradford Council
CAS3	Ability to manage time and work schedule within strict deadlines
CE3	Demonstrate understanding in the use of technical software appropriate to the role (eg Micro Drainage, Hydro Works, AutoCAD, Aimsun, SATURN, PICADY, ARCADY, LinSig)
CUS4	Able to work flexibly to accommodate the needs of the service
CUS8	Able to drive and have knowledge of Bradford area and road network
DCC11	Demonstrate understanding of working in a highway engineering design office environment
DCC20	Able to analyse and interpret traffic related data (flow, speed, accidents etc.) when appraising and designing schemes.
ICT38	Able to use standard IT packages to produce technical drawings e.g. Autocad
<b>Number</b>	<b>Additional Skill/Competency</b>
<b>Management Competencies:</b>	
<b>Number</b>	<b>Skill /Competency</b>
<b>Working Conditions:</b>	
<ul style="list-style-type: none"> <li>• May be required to occasionally 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>• Will be required to attend outdoor sites at all times of year.</li> <li>• Progression through the Post Grade will be in accordance with the approved Career Grade. (See Appendix 1: Engineering Career Grade)</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> </ul>	
<b>Special Conditions:</b>	
None.	

<b>The three boxes below are only required to be completed for grading information purposes</b>
<b>Education/Qualifications:</b>
<ul style="list-style-type: none"> <li>• National Diploma in Civil Engineering or related discipline recognised by the Engineering Council UK as satisfying the academic base for Engineering Technician</li> </ul>

status.

- Technical NVQ Level 3 in civil engineering or related discipline accredited by the Engineering Council UK as satisfying the academic base for Engineering Technician status.
- Graduate Membership of a professional engineering institution or Associate Membership of the Institute of Highway Engineers (AMIHE)
- Accelerated entry onto Engineering Career Grade with higher academic qualifications and Incorporated Engineer or equivalent status. (See Engineering Career Grade)

**Experience :**

- Ability to proficiently use Microsoft Office suite and other technical software appropriate to role

<b>Compiled by:</b> R Gelder	<b>Grade Assessment Date:</b>	<b>Post Grade:</b> Band 5 – Band 8
<b>Date:</b> Dec 2013	4 February 2014	
<b>For HR use only</b>	<b>SAP Input Date</b>	<b>Name of Data Inputter</b>

## Section: Employee Core Competencies

Please highlight the ones essential to the post, they will not be used in shortlisting but can be tested as part of the interview/selection process.

Personal Effectiveness	
EPF1	Treats others with respect and fairness, showing genuine concern
EPF2	Takes responsibility for own performance and development
EPF3	Shows resilience under pressure and in the face of change
EPF4	Adapts working practices in line with changing service needs
EPF5	Seeks help and acknowledges mistakes appropriately

Serving the Whole District	
ESD1	Acts in accordance with the Council's vision, values and priorities
ESD2	Treats people in ways which ensures fair access to services
ESD3	Considers diverse needs of our Communities
ESD4	Promotes community engagement and cohesion

Putting Customers First	
EPCF1	Acts with courtesy and professionalism at all times
EPCF2	Effectively communicates with customers, seeking and responding to views
EPCF3	Takes responsibility for seeing the job through
EPCF4	Is trusted and respected by others
EPCF5	Is a positive representative of the council

Team and Partnership Working	
ETPW1	Works collaboratively within and across teams/services
ETPW2	Supports others to improve services and deliver required outcomes
ETPW3	Communicates openly, honestly and effectively
ETPW4	Is reliable and keeps promises
ETPW5	Gives praise, recognition and support to others

Achieving Results	
EAR1	Works effectively and to deadlines
EAR2	Operates within financial and resource restraints
EAR3	Is committed to continuous improvement
EAR4	Understands own contribution to service outcomes
EAR5	Consistently performs well

Continuous Improvement and Innovation	
ECII1	Challenges practice and procedures to improve efficiencies
ECII2	Thinks creatively to help solve problems
ECII3	Is open to new ideas and encourages others to adapt to change

## Department of Human Resources

### 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>