

Job Description

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|-------------------------|--|-------------------|--------|
| POST TITLE | Assistant Engineer | POST NO: | ST1031 |
| SERVICE UNIT | Streetscene | GRADE: | 12 |
| JOB EVALUATION | A318 | JOB FAMILY | N/A |
| RESPONSIBLE TO: | Engineering Manager | | |
| RESPONSIBLE FOR: | Some management and monitoring of subordinate staff, as may be assigned from time to time. No direct staff line management responsibility. | | |
| LOCATION | Burnley Town Hall | STATUS | Staff |

Job Purpose

To work as part of the Council's Engineering Team within the Streetscene Unit. To assist in carrying out the workload of the Engineering Team, on an individual basis or as part of a small team. This includes the Unit's Capital Schemes and Revenue Projects of varying sizes within the Council's Programme, in accordance with all relevant Legislations and Service Standards

Main Duties and Responsibilities:

1. To assist with the design, safe implementation and supervision of municipal engineering schemes and improvements, including highway works, public realm, drainage and general revenue works. This will involve being part of small Project Teams, where appropriate.
2. To assist in the provision and operation of public space CCTV, and car parking services, including the collection and interpretation of information, and the development of solutions and improvements.
3. To assist in the general duties, administration and monitoring of the Engineering Team functions and to work with other Council teams and external stakeholders, as required.
4. To give advice on engineering matters to other staff within the Streetscene Team, together with other Service Units or teams within the Council, and external organisations, as required.
5. To contribute to the future of the Engineering Team by maintaining and improving safety awareness, quality of service and cost effectiveness and achievement of targets and programmes.

6. To undertake duties outside of normal office hours, including some weekends, as required.
7. To undertake such other associated duties as may be required from time-to-time, and which are commensurate with the salary grading of the post.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes of the post holder's duties.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Joanne Swift

Date: January 2023

Postholder:

Date of issue:

PERSON SPECIFICATION

POST: Assistant Engineer/Senior Technician **POST NOS:** ST1031,1035,1045

| Selection Criteria: | Essential/ Desirable E/D | Means of Assessment: Application/Interview/ Test/Certificate A/I/T/C |
|--|--------------------------------|---|
| QUALIFICATIONS | | |
| 1. Degree or a Higher National Diploma in the field of Civil Engineering, with appropriate experience, or equivalent relevant qualification. | E | A/C |
| 2. Progressing towards Incorporated Engineer status. | D | A/I |
| EXPERIENCE | | |
| 3. Design Office experience in Municipal and/or Civil Engineering. | E | A/I |
| 4. Experience of supervising work carried out under contract, working as part of a team. | E | A/I |
| 5. Proven competence in AutoCAD and topographical surveying computer applications in a Municipal / Civil Engineering environment. | E | A/I/T |
| 6. Experience of budgetary control, project delivery, monitoring and reporting. | D | A/I |

| KNOWLEDGE/ SKILLS/ ABILITIES | | | |
|-------------------------------------|--|---|----------------------------------|
| 7. | Ability to communicate clearly and effectively e.g., be able to write reports and possess strong communication skills, both verbally and in writing, together with the ability to self-motivate and motivate others. | D | I |
| 8. | Ability to work unsupervised and prioritise workload while keeping to deadlines. | E | I |
| 9. | Willingness to accept and progress projects, together with the ability to monitor, review and improve service delivery and respond to/ implement change in a positive way. | E | I |
| 10. | Computer literacy (i.e. competent use of databases, spreadsheets, mobile App technology and the Unit's specialised systems). | E | A/I |
| 11. | The possession of a current Driving Licence. | E | A / Provision of Driving Licence |

The Burnley Way

Burnley employees are expected to be role models for the following behaviours at a level appropriate to the role:
 Performance Management; Customer Focus; Decision Making; Change Management; Learns and Challenges.
 Our organisational leaders and managers are expected to strive for transformational leadership qualities and continuous improvement, acting as role models to create a culture where we live our values and deliver our vision.”