

Lancaster City Council - Job Description & Person Specification Oct 2025

Job Title:	Engineer	Grade:	GG9	Job Code:	LCC388
Service/Team:	Engineering Team – Sustainable Growth and Regeneration	Role Type:	HYBRID	Reports to:	Senior Engineer LCC796
Line Manages:	n/a				

Job Overview

Overview

To promote and deliver of a range of civil and municipal engineering functions within the objectives of the Sustainable Growth Service and provide support to other service areas when required in accordance with appropriate standards, specification, programmes and budgets. These functions include, but are not limited to

- Provide engineering design for new projects and initiatives within the engineering team
- Provide technical support and guidance for colleagues, other stakeholders and services
- Support the delivery of maintenance and inspection programmes for council assets including coastal and flood defences
- Produce contract documents and provide support to engineering contracts
- Review planning applications and provide professional advice and guidance in relation to drainage and flood risk.
- Liaise with and manage contractors ensuring compliance with current health and safety regulations
- Manage and deliver repair and renewal schemes and projects
- Contribute to the preparation of funding bids and business cases to secure funding to deliver projects

Direct Responsibilities

- Engineering design and production of drawings for civil engineering works.
- Carry out surveys, technical and CAD procedures in civil engineering design.
- Inspect/monitor and accurately record the condition of council infrastructure.
- Identify defects and instigate appropriate remedial actions
- Manage the programmed supply and maintenance of infrastructure and their requisite budgets.
- Manage budget allocation to revenue and capital works with reference to General Ledger
- Manage the design and construction of civil engineering works.
- Provide technical input for the monitoring of coastal frontages and flood defence structures.
- Responsible for the application of Health and Safety regulations associated with inspection of assets and planning/delivery of construction works, including CDM, Confined Spaces etc.
- Manage the contractual process for the procurement and construction of civil engineering works.

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- Project management for the design, procurement and delivery of revenue and capital works including coastal or river flooding and defence infrastructure, public realm and highways, land drainage and urban regeneration.
- Maintain organised, accessible and accurate project document management systems.
- Report on projects, budget and work activities to senior officers and managers verbally and in writing.
- Undertake any other duties as may from time to time be required in the interests of the efficiency of the service.
- Provide practical input into achieving best value for engineering projects.
- Assist the service in the development of Shoreline Management Plans and coastal management
- Organise response to emergencies arising from sea and river storm events.
- Assist in budget forecasts and successful administration of real-time spend.
- Provide technical support and advice to planning colleagues in relation flood risk and drainage, particularly those that include SuDS.
- Produce asset inspection reports
- Contribute to the production of funding Bids from various sources

To develop and implement risk-based maintenance programmes of works for Coastal Defence, Land Drainage and other engineering assets, including the procurement and supervision of external contractors.

To undertake routine, regular, and random inspections, monitoring and risk assessments of the Council's assets for flood defence, including pumping stations, watercourses and coastal defences.

To undertake the day-to-day management, work planning, budget control and contractor supervision associated with asset maintenance.

To provide accurate information into the cause of flooding, responsibility and best value solution to multi agency groups and the public through professional investigations, detailed solutions and accurate budgetary information

Develop and deliver projects for the repair or renewal of flood, coastal or other engineering assets.

Contribute to the development of strategies and policies in relation to management of engineering assets

Primary Measurable Objectives

- Number and quality of responses to planning consultations
- Performance relating to number and quality of asset inspections
- Completion of tasks in accordance with instructions
- Issuing of orders to contractors and overseeing delivery of works
- Production of drawings within agreed timescales

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- Performance relating to project management and delivery of objectives within timescales and budgets
- Progress with development and delivery of relevant strategies and policies

Staff Management Responsibilities

Specialised knowledge:

- An appreciation of health and safety implications of line managing a lone site-based mobile worker and those involving supervision of other companies employed by the city council.

Functional knowledge:

- Familiar with current construction and repair techniques and any alternative options that may improve staff and contractor efficiencies.

LCC specific knowledge:

Up to date with current city council corporate and finance methodology in order to efficiently line manage and successfully administer contracts.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	<p>Degree or postgraduate qualification in an Engineering discipline or show equivalent knowledge through experience</p> <p>The postholder should be up-to-date with the latest best practices and have knowledge sources to utilise prime construction and materials technology.</p>	Member of a professional body such as the ICE, CIWEM or similar	App Form, Interview, Certificate
Experience	<p>Experience of working with and producing technical drawings</p> <p>Experience of dealing with members of the public</p> <p>Experience in the supervision of contractors</p> <p>Fully capable in the use of CAD design and drafting tools.</p> <p>Project management relating to delivery of engineering schemes (or similar)</p>	<p>Experience in the preparation and administration of contracts</p> <p>Experience of inspection of engineering assets</p> <p>Experience of planning, programming and budgetary control of civil engineering works</p> <p>Experience of assessing or compiling FRA's and drainage design incorporating SuDS features</p> <p>Experience of writing successful business cases</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Familiar with project management principles and risk management for engineering schemes</p> <p>Familiar with engineering/contractual</p>	<p>Ability to analyse and resolve problems</p> <p>Knowledge of health and Safety legislation</p> <p>Ability to plan, programme and monitor construction and maintenance projects.</p>	App Form, Interview

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	<p>procedures and associated administration.</p> <p>Understanding of budget processes and procurement parameters.</p> <p>Computer literate and familiar with most common software (CAD, Office, TEAMS, GiS etc.)</p> <p>Good communication skills</p> <p>Ability to keep accurate records</p> <p>Ability to produce and convey technical information</p> <p>Able to work unsupervised and within a team</p> <p>Knowledge of the planning process including local and national policy relating to flood risk and drainage</p>	<p>Ability to work with and support partners and the community to achieve best outcomes</p> <p>Understanding of Local Authority/City Council contract and procurement procedures</p> <p>Comprehensive knowledge of the administrative area and locations of coastal and river defence vulnerabilities</p> <p>Good Customer relation skills</p>	
Personal Attributes Including Interpersonal & Communication Skills	<p>Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues</p> <p>The post-holder will be required to access all areas of the land drainage system, pumping stations, the coastline and associated construction work</p>	<p>Builds effective relationships with others, including internal services and external contractors and partners</p>	App Form, Interview
Special Requirements/Other	<p>The post holder will be required to access all areas of the land drainage system pumping stations, the coastline and associated construction work.</p> <p>A full driving licence is essential as the post holder must be able to travel within the district for</p>		App Form, Interview

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	site visits and surveys where necessary		
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Additional information

Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

Occasional work out of normal office hours may be required

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee Signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	

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