

Lancaster City Council - Job Description & Person Specification

Job Title:	Assistant Engineer	Grade:	GG5 6/7/8	Job Code:	LCC798
Service/Team:	Engineering Team – Sustainable Growth and regeneration	Role Type: *Delete as appropriate	HYBRID	Reports to:	Senior Engineer LCC796
Line Manages:					

Job Overview
<p>Overview</p> <p>To assist with the delivery 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:</p> <ul style="list-style-type: none"> • Contribute to and support engineering design for new projects and initiatives within the engineering team • Provide support and guidance for colleagues, other stakeholders and services • Support the delivery of maintenance and inspection of council assets including coastal and flood defences • Produce contract documents and provide support to engineering contracts • Provide contract documents and contract administration for schemes • Design and deliver maintenance and renewal projects for various assets • Review planning applications and provide technical advice and guidance in relation to drainage and flood risk.
Direct Responsibilities
<p>At entry level, the postholder will provide support and contribute to delivery of the service through the following responsibilities. As experience and competence is developed the post holder will take on increasing levels of responsibility, and will be expected to independently plan and lead on delivery of specific tasks of increasing responsibility.</p> <p>Progression to the next pay grade will depend on successful and consistent achievement of the competencies for this role at the required level in accordance with the skills matrix, and achievement of the required academic progress.</p> <ul style="list-style-type: none"> • 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. • Manage schemes within allocated budgets • Monitor/supervise the construction of civil engineering works. • Provide technical support for the monitoring of coastal frontages and flood defence structures. • Awareness and application of Health and Safety regulations associated with inspection of assets and planning/delivery of construction works, including CDM, Confined Spaces etc. • Support the contractual process for the procurement and construction of civil engineering works.

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- Design and deliver 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.
- 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.
- Contribute to monitoring and improving performance standards for the engineering team.
- Provide technical support and advice to planning colleagues in relation to planning applications, in particular those that include SuDS.

To assist in the development and implementation of risk-based maintenance programmes of works for Coastal Defence, Land Drainage and other engineering assets, including the 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 own workload.

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.

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

Staff Management Responsibilities

- An appreciation and understanding of health and safety implications of site based/mobile working and lone working procedures. Will be required to oversee the work of contractors

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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>5 GCSEs at Grade C/4 or above, including Maths and an English related subject, or equivalent</p> <p>To possess or be working towards a BTEC National Certificate/NVQ Level 3/GNVQ Advance in Civil Engineering or equivalent</p> <p>Willing and able to continue with academic training to HNC level and/or possibly to degree level</p>	<p>To possess or be working towards a suitable qualification (BTEC National Certificate/NVQ Level 3/GNVQ Advance) in Civil Engineering or equivalent</p>	App Form, Interview, Certificate
Experience		<p>Design office experience in Municipal and/or Civil Engineering</p> <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>Site experience in civil engineering related environment</p> <p>Competence in AutoCAD</p> <p>Experience of carrying out surveys/inspections</p>	App Form, Interview
Job Related Skills, Knowledge & Abilities	<p>Able to work on an individual basis or as part of a team with minimal supervision</p> <p>Ability to communicate clearly, both verbally and in writing</p>	<p>Ability to interpret technical drawings and plans</p> <p>Familiar with planning policy and requirements relating to flood risk and drainage</p>	App Form, Interview

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	Ability to work to deadlines and budgets		
Personal Attributes Including Interpersonal & Communication Skills	The post holder will be required to access all areas of the land drainage system, pumping stations, the coastline and associated construction work.		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 site visits and surveys where necessary</p>		App Form, Interview

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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.

Developing comprehensive knowledge of the administrative area and locations of coastal and river defence vulnerabilities

Occasional work out of normal office hours may be required

Progression to Grade 7 is dependent on successful completion of year 2 of the degree course and relevant experience.

Progression to Grade 8 is dependent on completion of the degree course and relevant experience.

Candidates with 5 years plus of relevant experience may be considered for immediate start at a higher grade.

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.

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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:	