



Engineering Maintenance Team Leader

Job Description and Person Specification

Directorate:	Environment	Service:	Engineering
Responsible to:	Engineering Works Supervisor	Responsible for:	n/a
Grade:	6		
Location:	Copse Road Depot or any other operational area within the Borough.		

Job Purpose:

To support the Engineering Works Supervisor and Transport and Maintenance Team Manager in delivering both responsive and planned works to the Councils Engineering Infrastructure.

To provide technical support to the Engineering Works Supervisor where required.

Key Tasks & Responsibilities:

To undertake and assist in the supervision of both internal teams and external contractors working on both responsive and planned works with direction from the Engineering Works Supervisor, and written instructions and specifications

To assist in the co-ordination of resources to achieve financial and quality targets/standards to ensure works are completed within allocated times

Completing multi skilled trade type tasks which would normally be expected of a qualified tradesperson, or a generic skilled background

With a designated piece of plant to this post consisting of either a HGV wagon, JCB or similar piece of equipment hired in to meet the needs of the service

Use of a variety of small tools including pneumatic and electric drills, disk cutters, grinding equipment and wacker plates, etc.

Purchasing materials and supplies in the most economical means, and holding a small stock in the vehicle where applicable

Keeping accurate time sheets, work sheets, Health and Safety monitoring, and other records as required

Organising your own work commitments to minimise lost or non-productive time including liaising effectively with colleagues, customers, ensuring co-ordinated, efficient and effective service delivery, providing contributions to continuous improvement

Carrying out all works in a safe manner in accordance with the current Health and Safety Policies and Procedures undertaking on site dynamic risk assessments to ensure that all reasonable steps are taken to protect yourself and those effected by your actions

Driving a Council owned vehicle in a safe and responsible manner, maintain vehicle in a clean condition, carry out the required daily vehicle checks and report any defects found in accordance with the Drivers Policy

To undertake any other duties as may be reasonably expected from time to time, which are commensurate with the post and relevant to the skills and competence of the post holder

The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

The above duties and responsibilities do not include or define all tasks that may be required by the post holder.

Corporate Responsibilities:

The postholder will be expected:-

- To adopt a flexible approach to changing patterns of work and undertake such other duties as are consistent with the job purpose and grade of post.
- To promote best practice in meeting the requirements of Health and Safety legislation and Council policy, and comply with other relevant statutory legislation.
- To carry out duties in accordance with the Council's policy on equality and diversity.
- To accept that everyone has a right to their distinct identity, treating everyone with dignity and respect and ensuring that what our customers tell us is valued by reporting it back into the organisation.
- To provide quality services that are what our customers want and need, giving customers the opportunity to comment or complain if they need to, working with them to identify what needs to be done to meet their needs and informing managers about what customers say in relation to the services delivered.
- To develop oneself and others making every effort to access development opportunities and contribute effectively by participating in the Council's performance management scheme.
- To be responsible for Data Quality.
- To demonstrate a high standard of probity in the use of council resources and where a nominated budget holder manage spending within available resources.
- To support the delivery of the Council's Climate Change Strategy and Action Plans to achieve net zero in 2050.

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Able to demonstrate a good level of workplace literacy and numeracy.	Essential	Application/Interview
LGV Driving Licence Qualification C	Essential	Application/Interview
IOSH Working safely	Desirable	Application/Interview





SKILLS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Ability to work unsupervised	Essential	Application/Interview
Working awareness of Health and Safety	Essential	Application/Interview
Ability to work within specified limits on a wide range of Civil Engineering, Groundworks or trade based tasks	Essential	Application/Interview
Understanding of good practice in customer care	Desirable	Application/Interview

EXPERIENCE	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Previous repairs work experience to Civil Engineering, Groundworks or trade based tasks	Essential	Application/Interview
Use of a wide range of equipment and plant.	Essential	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL/ DESIRABLE	ASSESSMENT METHOD
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues	Essential	Application/Interview
Regular and Reliable Service	Essential	Application/Interview
Demonstrate behaviours that support our values	Essential	Application/Interview
Current valid full driving licence	Essential	Application/Interview
Willing to undertake required training	Essential	Application/Interview

Physically capable of undertaking manual work	Essential	Application/Interview
Flexible working arrangements	Essential	Application/Interview

**Our Values are key to delivering our vision, plans and strategies.
All Behaviours listed are essential to the post.**

			
Professional	Innovative	Collaborative	Customer focused
In being professional we...	In being innovative we...	In being collaborative we...	In being customer focused we...
<ul style="list-style-type: none"> • Have pride in how we represent the council • Treat people with respect and consideration • Are conscientious and carry out our work to a high standard • Carry out our work activities in an honest and ethical manner 	<ul style="list-style-type: none"> • Proactively embrace change and learn from our mistakes • Challenge and constructively question existing processes • Make best use of our resources to provide excellent services • Encourage creative thinking with colleagues and peers 	<ul style="list-style-type: none"> • Communicate effectively with colleagues and stakeholders • Develop productive relationships and achieve the best results • Recognise and embrace the knowledge and skills of others. • Embrace the concept of one team one council and all work together 	<ul style="list-style-type: none"> • Strive to provide excellent services • Understand our customers' needs and consider things from their perspective • Effectively communicate and manage expectations • Actively seek ways to maximise customer satisfaction

Special Conditions:

(e.g. Weekend work, shift allowance, car/mileage allowance)

- The council operates a strict non-smoking policy.
- The provision of a mobile telephone for work purposes only.
- If for any reason your role is required to support tidal working arrangements no plus payment will be made.
- Occasional working may be required outside normal office hours, for alarm activations, and if required during emergency situations.
- The post holder would also be expected to form part of the out of hour's standby team.

- A variety of outdoor working locations including the sea front, watercourses, car parks and public highway.
- A Council vehicle will be provided in accordance with the Drivers Policy.

Prepared by: Gary Scott

Date: May 2026

Post Holder Signature:

Date: