

Role Profile



Reference Number	GRO029
Role Title	Engineering/Transportation Technician I
Directorate	Regeneration and Economy
Department	Growth and Infrastructure
Reports to	

Role Purpose

Provide support in the design, implementation and monitoring of engineering, construction, maintenance, traffic and transport related schemes, services, policies, projects or improvement works, helping to ensure that they are delivered in accordance with requirements and broader strategies.

Accountabilities

- Act as a point of contact for the team, dealing with enquiries from Members, the public, contractors and other stakeholders so that their queries, complaints, or inputs can be resolved, or directed to an appropriate channel.
- Prepare drawings, information, and/or designs for traffic and transport, minor highways or engineering related projects to support their development and delivery.
- Undertake site visits to investigate issues with traffic and transport, highways or engineering related services, or to inform development of projects, policies, drawings and schemes.
- Create and maintain accurate and timely records, logs and databases relating to the activities of the service including archiving of technical records, to provide an audit trail and a central log of data and information to inform service provision.
- Represent the team at meetings where appropriate, to gather and share information, and to promote the work of the team.

Knowledge / Skills / Experience required

- Education to A Level or NVQ Level 3 standard.
- Knowledge of processes relating to area of work such as traffic and transport, highways, construction, maintenance or engineering.
- Experience of preparing technical, service and/or policy information such as simple drawings, designs and project plans.
- Experience working in a customer facing role.
- Ability to plan and organise own work and deal with competing demands.
- Ability to handle enquiries and complaints from a wide range of sources, including elected members, complaints from the public, or from parties seeking detailed information.

Dimensions of role

- This role does not have any supervisory or management requirements.
- This role does not manage any direct budgets.
- Planning will typically be over days and weeks but the role holder will need to understand the work of the team, and be able to organise their own time.

Notes

Date:	01/02/2021
Working Conditions:	<p>Aspects of the role that have a material impact on the nature of the job, once all reasonable actions have been taken to moderate or eliminate them:</p> <ul style="list-style-type: none">• In undertaking site visits, the role will entail some walking, standing and bending. This will typically represent 10% - 20% of the role holder's time.• Visits to construction sites will mean occasional exposure to noise, odours, noxious substances, and weather.
Working Arrangements:	<ul style="list-style-type: none">• The role is required to work occasionally at night and infrequently at the weekend.