

JOB DESCRIPTION

JOB TITLE:	Engineering Technician	JE NUMBER: A13505
DIRECTORATE:	Economic Growth	BAND: 6
RESPONSIBLE TO:	Senior Engineer	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	To assist the team on the undertaking of municipal engineering works for projects relating to Chesterfield Borough Council	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To assist in the efficient provision of services provided by the team for the delivery of a wide range of engineering functions with regard to initial enquiries received from directorates, stakeholder and the general public in relation to Council owned land and buildings
2.	Provide technical and general support for the management of the Council's municipal, public realm and other property assets including but not limited to inspection work in respect of municipal and public realm issues relating to highways, bus shelters & car parking schemes.
3.	Assist on enquiries relating to flooding and drainage within the Borough
4.	To assist and undertake the preparation of technical formal reports including tender/contract documents & tender analysis and cost estimates and issue instructions and monitoring of contractors carrying out works
5.	To play a role in ensuring that all enquiries relating to engineering issues are dealt with within specified time scales. Specifically, to assist the Senior Engineer in the running of the clients drain clearing service.
6.	To assist the team on analysis/designs and drawings relating to maintenance and building projects including the appraisal of internal and external designs, undertaken by other specialists.
7.	Assist on the checking of planning and other such applications with regards to drainage and other civil engineering issues.
8.	Assist with invoicing and other administration duties.
9.	To assist with the collation and analysis of information.
10.	Order repair and maintenance to all properties in the portfolio, issuing purchase order in accordance with the Councils financial regulations and contribute to the management of the scheduled budget for the property.
11.	Assist with engineering investigating and reporting on civil engineering.
12.	Assist with the management and implementation of good health and safety and risk

	management practices.
13.	Carry out other duties and responsibilities from time to time commensurate with the grade of the post.

GENERAL – To be aware of and implement the following:
Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council’s performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.
Climate Change – The council’s commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	No
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	No
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	No
You may be required to carry out those duties at your present workplace or at another council venue.	YES	Yes	NO	

It is the council’s intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder’s obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Engineering Technician	JE NUMBER:	A13505
DIRECTORATE:	Economic Growth	DATE:	February 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to scale and extract details, calculate areas etc from maps, plans, drawings.	Application Form / Interview
•	Good time management and prioritisation skills together with the ability to work unsupervised away from the office.	Application Form / Interview
•	Fully computer literate – Microsoft Office – Word, Excel and Access database	Application Form / Interview
•	Good communication skills	Application Form / Interview
Desirable		
•	Knowledge of some civil/structural engineering works	Application Form / Interview
•	Good office management & administration skills	Application Form
•	Understanding of Health & Safety legislation	Application Form / Interview
EXPERIENCE		
Essential		
•	Data handling, management and communications	Application form
•	Use of office computer systems	Application form

•	Health and safety requirements	Application form
Desirable		
•	Work within a multi-disciplinary team	Application form
•	Repairs and maintenance environment	Application form
•	Report writing	Application form
QUALIFICATIONS		
Essential		
•	Good educational background to GCSE Grade C or above (or equivalent) including English & Maths	Application form
Desirable		
•	Risk Assessments, Health & Safety, Landlord & Tenant and/or Estate Management	Application form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term</p>	Interview
Level: 2		

	implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	Interview
Level: 2		
Leading & Communicating	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
Level: 2		
Collaborating and Partnering	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however</p>	Interview
Level: 2		

	uncomfortable	
Developing self and others	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
Level: 2		
Delivering Value for Money	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	Interview
Level: 2		
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 2		
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture</p>	Interview

Level: 2

where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly