

Civil Engineering Technician

Department	Place
Pay Grade	CG4 – 6
Responsible to	Senior Projects Engineer

Role Purpose

Providing support to the Senior Project Engineer and the wider Corporate Projects team in the planning, design, construction and maintenance of infrastructure and execution of civil engineering and corporate projects across council services and the Horsham District.

This position offers a unique opportunity to gain experience in the key principles of science relevant to civil engineering and the ability to deploy a wide range of analytical and design methods in a collaborative and challenging environment while contributing to projects that shape communities across the Horsham District.

Role Specific Responsibilities / Accountabilities

- To assist in the preliminary and detailed design of civil engineering projects and corporate projects across the organisation reporting directly to the Senior Projects Engineer.
- To liaise with consultants and appropriate officers at West Sussex County Council, developers and their professional agents, councillors, parish councillors, statutory authorities and other stakeholders in the delivery of Horsham District Council corporate projects and projects for other departments as required.
- To conduct site visits undertaking data gathering and surveys, analysing the data and reporting findings and feedback into the project team for review of project progress.
- To assist in the preparation of engineering drawings, plans and specifications for project activities including contract documents ensuring all council policies and procurement processes are followed.
- To undertake feasibility studies and provide cost estimates and engineering advice to other departments as required.
- To assist in the preparation and control of budgets, establish and maintain management record systems producing reports as necessary. Place orders and make payments using the Council's computerised financial system.
- To assist in the delivery of the engineering projects instructed by the Planning Department and other council departments as required ensuring all activities meet legislation, council policies and procedures.

- To assist with project management activities for relevant council projects, including contract management, site supervision, measurement, valuation of works, agree variations and resolve claims as required ensuring all activities follow council procedures.
- To assist in the production of risk assessments and Health & Safety Plans for council projects as required in accordance with The Construction (Design and Management) Regulation (CDM) Regulations
- The Corporate Projects Team has a high profile and visible role within the authority. The post holder would assist in delivering those public realm projects identified in the Council's Town Centre Vision, the Annual Plan as well as key projects for other departments where specialist knowledge on engineering work is required.
- To attend regular face to face meetings with local community groups including West Sussex County Council, Parish Councils, Neighbourhood Councils and Stakeholder Groups for key project work as part of the Council's role in contributing to the delivery of housing and employment growth and infrastructure delivery through neighbourhood plans.
- To carry out cross-boundary cooperation with other local authorities representing the Council with respect to transport and highways issues.
- To carry out such other duties that may reasonably be required.

Knowledge, Skills and Qualifications

Minimum knowledge, skills and qualifications required to perform this role; relevant experience may be a substitute.

Essential Criteria

- Educated to Higher national diploma/certificate or other relevant qualification with relevant experience or working towards.
- Awareness of local highways design and maintenance techniques, including the appropriate application of the Design Manual for Roads and Bridges.
- Awareness of highway infrastructure design or traffic engineering and highway construction and delivery methods.
- Knowledge of traffic management regulations, guidance and requirements.
- Knowledge of Project Management processes.
- Willing to work towards professional qualifications that are relevant to the role.
- Understanding of Construction, Design and Management Regulations (CDM).
- Able to undertake manual handling and lifting of light weight access covers to investigate drainage and service ducts.
- Able to work on own initiative and as part of a team.
- Good time management and organisation skills.
- Good communication verbal and written.
- Negotiation and influencing skills.
- Able to attend site inspections throughout the district.

- Holder of a full UK driving licence and provide evidence of your vehicle insurance with business cover and use of a vehicle.

Desirable Criteria

- Knowledge of engineering in a local authority technical services environment.
- Awareness of highway infrastructure design or traffic engineering.
- Experience in delivering projects in highways engineering or similar technical disciplines.
- Knowledge of AutoCAD and in the design of highways and infrastructure projects or willingness to learn.
- Knowledge of highway design New Rules of measurement (NRM2).
- Presentation experience for exhibitions and public meetings.

Appendix

Generic Employee Responsibilities / Accountabilities

- Contribute to the delivery of the corporate objectives of the Council developing good working relationships to promote the interests and reputation of the Council building a positive image of the organisation.
- Participate in a culture of learning, collaborative working and excellence to build a culture of high performance, which inspires and supports the delivery of the Council's Corporate Plan.
- Ensure that all duties are carried out in compliance with relevant statutory processes, corporate policies and the Council's constitution.
- Proactively seek opportunities to continuously improve ways of working and Council services by evaluating activities to enhance performance.
- Promote equality, diversity, inclusion, access to services and tackling discrimination both within and outside the Council to ensure there is a clear and consistent focus across the organisation and its partners in delivering an inclusive customer experience to all.
- Generally, to comply with all Health and Safety policies and guidance ensuring the required mechanisms are used and to support the promotion of a culture of good health, safety and welfare, especially if nominated or appointed specifically to carry out simple checks at your place of work and log the activity.
- Follow the Council's safeguarding procedures and promote the welfare of children, young people and vulnerable adults across Council services.
- Participate in risk management in service areas and follow required reporting procedures, as appropriate, to minimise risks to people and the Council's operations.
- Follow and adhere to all Data Protection procedures and processes in accordance with relevant legislation ensuring all personal data of employees, members of the public and clients is used appropriately and retained within guidelines.
- The Returning Officer in this constituency is responsible for the election process. There is an expectation that Council employees will, as reasonably requested to do so, assist the returning officer in election processes.

- In the event of a major incident or disaster you may be required to assist in whatever capacity to provide the necessary organisation, co-ordination and supply of resources to support the local emergency services or other services within the council and relevant partner organisations.

Generic Employee Behaviours

Our behaviours framework links to our values and identifies the core knowledge, skills, behaviours and attitudes we require from our people to deliver services.

Customer Focus

- Deliver a high standard of customer services.
- Develop effective customer relationships.
- Improve customer service to meet local needs and aspirations.

Achieving Excellence

- Strive to be excellent.
- Deliver increasing efficiency / effectiveness.
- Use taxpayers' money wisely to deliver the highest quality services to the satisfaction of our customers.

Our People

- Work collaboratively together as one team.
- Invest in own performance and career and support colleagues.
- Work creatively and responsibly.