

# Civil Engineer (Projects and Infrastructure)

<b>Department</b>	<b>Property and Facilities</b>
<b>Pay Grade</b>	<b>G8</b>
<b>Responsible to</b>	<b>Head of Property and Facilities</b>

## Role Purpose

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To be responsible for the survey, design and construction of Council civil engineering projects, ensuring the effective progression of works across the district.

## Role Specific Responsibilities / Accountabilities

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- To prepare working drawings, specifications and bills of quantities in accordance with the latest guidelines and government standards and Council procedures.
- To undertake tender exercises, including preparation of specification documents, cost estimations, contract supervision, and settlement of payment claims ensuring compliance with procurement rules and financial regulations.
- To liaise with the public utility companies, internal Council departments, relevant external agencies, tenants and the general public on matters relating to civil engineering projects.
- To carry out site inspections, appropriate surveys and setting out as required ensuring all work is in accordance with current regulations, safety standards and approved designs.
- To manage a portfolio of civil and infrastructure projects, prioritising workloads and ensuring timely delivery of outcomes.
- To undertake feasibility studies, provide cost estimates and engineering advice to other departments as required.
- To place orders and make payments using the Council's financial system in accordance with budget and financial requirements.
- To be the focal point for all Computer Aided Drawing matters within the service providing support for day-to-day maintenance of systems, mentor users on systems as appropriate and to liaise with other departments and external organisations as necessary.
- To follow the guidelines and principles of the Council's Environmental Action Programme, Health and Safety documentation, Policies and Codes of Practice.
- To attend site inspections across the district, including initial investigations and assessment.

- To undertake manual handling tasks where required such as lifting access covers to investigate drainage and service ducts.
- In the event of a major incident or disaster Horsham District Council is required to provide the necessary organisation, co-ordination and supply of resources to support the local key emergency services. To ensure that the Council is fully prepared, as an employee, you may be required to provide assistance in whatever capacity necessary and to participate in any training exercises that are mounted.
- To carry out such other duties that may reasonably be required.

## Knowledge, Skills and Qualifications

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

### Essential Criteria

- Experience of civil engineering (preferably in a local authority technical services environment).
- Design and construction management experience of UK highways and infrastructure projects from inception to completion using the industry standards and guidelines.
- Health and Safety risk assessment preparation experience and the use of the Construction (Design and Management) Regulations in notifiable projects.
- Presentation experience for exhibitions and public meetings.
- Educated to Higher National Diploma or recognised degree level in a relevant engineering discipline.
- Competent IT user, able to learn and use different packages and systems including experience with AutoCAD and MX to produce high quality drawings and infrastructure designs.
- Strong presentation and customer service skills.
- Able to work on own initiative as well as part of a team, managing competing demands and project deadlines.

### Desirable criteria

- Supervisory skills able to support and mentor team members in the use of departmental systems and processes.

## Appendix

### Generic Employee Responsibilities / Accountabilities

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- 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

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**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