

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Engineer	<b>Grade:</b>	GG9	<b>Job Code:</b>	LCC388
<b>Service/Team:</b>	Engineering Team – Sustainable Growth and Regeneration	<b>Role Type:</b> *Delete as appropriate	HYBRID	<b>Reports to:</b> *Title & LCC Code	Project Engineer LCC387
<b>Line Manages:</b> *Title/s & LCC Code	n/a				

### Job Overview

#### Overview

- Provide engineering and design input for new projects and initiatives within the engineering team.
- Provide professional advice and guidance for colleagues, other stakeholders and services.
- Ensure safe provision and maintenance of council assets potentially including coastal and flood protection works.
- Provide contract documents and contract administration for schemes.

### Direct Responsibilities

- Engineering design and production of drawings for civil engineering works.
- Carry out surveys, technical and CAD procedures in civil engineering design.
- Monitor and accurately record the condition of council infrastructure.
- Manage the programmed supply and maintenance of infrastructure and their requisite budgets.
- Manage budget allocation to revenue and capital works with reference to General Ledger
- Manage the design and construction of civil engineering works.
- Provide technical input for the monitoring of coastal frontages and flood defence structures.
- Carry out risk assessments for operations and facilities within areas of responsibility and ensure compliance with health and safety procedures, including CDM regs
- Manage the contractual process for the procurement and construction of civil engineering works.
- Project management for the design and procurement of revenue and capital works including coastal or river flooding and defence infrastructure, public realm and highways, land drainage and urban regeneration.

## Lancaster City Council - Job Description & Person Specification

- Provide maintenance of organised, accessible and accurate project document management systems.
- Report on projects, budget and work activities to senior officers and managers verbally and in writing.
- Undertake any other duties as may from time to time be required in the interests of the efficiency of the service.
- Provide practical input into achieving best value for engineering projects.
- Monitor performance standards for the engineering team.
- Potentially assist the service in the development of Shoreline Management Plans.
- Organise response to emergencies arising from sea and river storm events.
- Assist in budget forecasts and successful administration of real-time spend.
- Provide technical support and advice to planning colleagues in relation to planning applications, in particular those that include SuDS.

### Primary Measurable Objectives

- Number and quality of responses to planning consultations
- Performance relating to number and quality of asset inspections
- Completion of tasks in accordance with instructions
- Issuing of orders to contractors and overseeing delivery of works
- Production of drawings within agreed timescales

### Staff Management Responsibilities

N/A

## Lancaster City Council - Job Description & Person Specification

Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	<p>Degree or postgraduate qualification in an Engineering discipline or show equivalent knowledge through experience</p> <p>The postholder should be up-to-date with the latest best practices and have knowledge sources to utilise prime construction and materials technology.</p> <p>Fully capable in the use of CAD design and drafting tools.</p>		App Form, Interview, Certificate
<b>Experience</b>	<p>Experience of working with and producing technical drawings</p> <p>Experience of dealing with members of the public</p> <p>Experience in the supervision of contractors</p>	<p>Experience in the preparation and administration of contracts</p> <p>Experience of inspection of engineering assets</p> <p>Experience of planning, programming and budgetary control of civil engineering works</p>	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	<p>Familiar with engineering/contractual procedures and associated city council administration.</p> <p>Overall understanding of the city council budget processes and procurement parameters.</p> <p>Comprehensive knowledge of the administrative area and locations of coastal and river defence vulnerabilities.</p>	<p>Ability to analyse and resolve problems</p> <p>Knowledge of health and Safety legislation</p> <p>Ability to plan, programme and monitor construction and maintenance projects.</p> <p>Ability to work with and support partners and the community to achieve best outcomes</p>	App Form, Interview

## Lancaster City Council - Job Description & Person Specification

	<p>Computer literate and familiar with most common software (Office, TEAMS, etc.)</p> <p>Good communication skills</p> <p>Good Customer relation skills</p> <p>Ability to keep accurate records</p> <p>Ability to produce and convey technical information</p> <p>Able to work unsupervised and within a team</p>		
<p><b>Personal Attributes</b> Including Interpersonal &amp; Communication Skills</p>	<p>Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues</p> <p>the post-holder will be required to access all areas of the land drainage system, pumping stations, the coastline and associated construction work</p>	<p>Builds effective relationships with others, including internal services and external contractors and partners</p>	<p>App Form, Interview</p>
<p><b>Special Requirements/Other</b></p>	<p>A full driving licence is essential as the post holder must be able to travel within the district for site visits and surveys where necessary</p>		<p>App Form, Interview</p>

## Lancaster City Council - Job Description & Person Specification

### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	