

OLDHAM METROPOLITAN BOROUGH COUNCIL

POST TITLE:	TECHNICIAN/SENIOR TECHNICIAN	
DEPARTMENT:	ENVIRONMENTAL SERVICES	GROUP: DESIGN AND CONSTRUCTION
CAR USER: Casual	GRADE: SCALE 2 – SO2	HOURS: 36.40
PURPOSE OF POST:		
<p>To assist in the undertaking of Civil Engineering works to maintain the highway infrastructure in the Borough in assisting the Engineers in the Section in the preparation and execution of a broad range of engineering projects.</p>		
<p>The employee will undertake all duties below. As they work through the career grade the level of direct supervision will appropriately decrease, while the degree of autonomy, independent action and accountability will increase. (See career grade progression criteria).</p>		
KEY TASKS:		
<ol style="list-style-type: none"> 1. To assist Engineer to co-ordinate, deliver and manage the programme of work provided to the Section within the financial and material constraints set by the Engineer/Senior Engineer. 2. To assist in the delivery of Engineering projects from feasibility and scheme inception through to work completion. 3. Provide technical assistance in design and checking designs required to deliver engineering projects including providing advice and assistance to internal and external clients as required by the Engineer. 4. To prepare and maintain records in relation to Engineering and asset registers and contract documentation. 5. To assist in the preparation of plans for the acquisition of land through negotiation and compulsory purchase procedures. 6. To provide a customer focussed, responsive service with regard to complaints and enquiries in accordance with corporate policies. 7. To ensure safe working practices are observed in accordance with the Departmental policies and the provision of the health and Safety legislation. 8. To prepare estimates, drawings, plans, programmes and reports which will assist in the delivery of the Section Engineering portfolio and to ensure achievement of client requirements. 9. To undertake works within the Department quality system. 10. To actively participate in the Departmental performance systems 11. To assist in the training of Modern Apprentices and road workers employed by the Council's Highway Services. 12. To supervise and assist in the training of new entrants. 13. Undertake other such duties, as may be requested from time to time, 		

commensurate with the guide and post.

CONTACTS:

Officers of the Environmental Services Department and other Departments of the Council.

Representatives of various outside bodies and agencies.

Members of the public.

RELATIONSHIP TO OTHER POSTS WITHIN THE DEPARTMENT:

Supervision given to: Department Trainees

Supervision received from: Principal Engineer

EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS AND TRAINING REQUIREMENTS:

CONTROL OF RESOURCES (HUMAN, FINANCIAL, MATERIAL):

Equipment allocated to the post

	Date:	Initials:
Prepared:	08.06.05	APN
Reviewed:		
Reviewed:		

**CAREER PROGRESSION -
TECHNICIAN/SENIOR TECHNICIAN
AND TECHNCIAN
SALARY Sc2/SO2 (scp 11-34)**

SALARY	QUALIFICATIONS AND EXPERIENCE	DESIGNATION
SCP 11-13 (Sc2)	GCSE's or Equivalent	Trainee (Modern Apprentice)
SCP 14-17 (Sc3)	BTEC National Certificate in Civil Engineering or equivalent	Technician
SCP 18-21 (Sc4)	BTEC Higher National Certificate in Civil Engineering or equivalent	Technician
SCP 22-25 (Sc 5)	BTEC Higher National Certificate or equivalent plus Endorsement subjects	Technician
SCP 26-31 (Sc6-SO1)	BTEC Higher National Certificate or equivalent plus Endorsement subjects Three years' minimal experience in an office or site inspection environment	Technician
SCP 32-34 (SO2)	BTEC Higher National Certificate or equivalent plus Endorsement subjects Five years' minimum experience in an office or site inspection environment	Senior Technician

1. Progression through the career grade is not automatic. At each stage, post holders will have to demonstrate to a panel of Chartered Engineers that their knowledge and experience gained is considered to be appropriate to meet the demands of the service.
2. Before proceeding to Senior Technician, post holders will be required to demonstrate to a panel of Chartered Engineers their competence to undertake office and/or site inspection work with minimal supervision.
3. The final decision on placement on any grade is a matter to be determined by the Executive Director, Environmental Services.
4. Competency framework/matrix is currently being developed and will be available at the implementation stage.