

## TENDRING DISTRICT COUNCIL

<b>JOB DESCRIPTION</b>
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Job Title: **Engineering Technician**

Post No:

Department: Property and Projects

Grade: **2-4**

Reports to: Engineering Supervisor

### 1. Job Purpose

To undertake a wide and differing range of duties relating to minor engineering and building maintenance works within the Tendring District and in Council Buildings.

### 2. Job Activities

- a) Maintenance of seafront and sea defence areas, including day to day repairs.
- b) Preparation and clearance of sites for the laying and levelling of concrete, bituminous concrete, macadam and fine cold asphalt.
- c) Drill and fix groyne boards, shape toes, handle, pitch and drive sheet piles.
- d) Maintain Public Conveniences
- e) Maintain Office Accommodation and Depot sites to include a broad range of repair works including;  
Locking and unlocking of the Town Hall, Clacton and any other Annexe buildings as required.  
To undertake maintenance work and other miscellaneous duties such as fire alarm tests and water temperature testing.  
To carry out miscellaneous duties at civic occasions, and other special functions as required
- f) Maintenance and installation of street furniture.
- g) Maintenance of fences and handrails.
- h) Maintenance and repairs to drainage pipe-work, gullies and manholes including cutting of tree roots from pipe-work.
- i) Special removal of oil and other flotsam and jetsam from beaches and foreshores.
- j) Operation of Heavy Plant and diggers
- k) Any other related duties as required.

### 3. Corporate Responsibilities

Maintain a constant focus on service improvement within the department seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods.

Must contribute to good performance on relevant performance indicators both local and statutory as part of a team.

Must maintain high quality corporate and service standards and best practice as required.

You are required to adhere to the Council's HR and ICT policies, procedures and schemes, including but not exclusively: Age, Alcohol, Drugs and Substance Abuse, Equality and Diversity, Flexible Working Hours, Discipline, Grievance, Harassment, Health, Safety & Welfare; Lone Working, My Performance, No Smoking, Sickness &

Ill Health, Stress, Violence at Work and Working Time Regulations. E-Mail, Internet, Intranet, IT Monitoring, ICT Security, Records Management and Retention as well as financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

You must work to any standards imposed by the Council in maintaining and improving its status under Investors in People (IiP)

#### **4. Special Conditions**

You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.

Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.

The post-holder may be required to work varying hours to enable tide related works to be completed efficiently. He / she may also be required to respond to requests for out of hours working in response to emergency situations.

The work may involve the need to change from one task to another several times during the working day to accommodate the diverse range of tasks undertaken.

***This job description is a guide to the duties the post-holder will be expected to undertake. It is not required to be exhaustive or exclusive and will be changed as working requirements dictate.***

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### PERSON SPECIFICATION

Job Title: **Engineering Technician**

Post Nos:

*It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.*

#### PROFESSIONAL & TECHNICAL DEVELOPMENT

- GCSE (A\* - D) English Language or equivalent
- Clean full (manual) driving licence
- Experience at craft level in civil engineering, construction or related industries.
- NVQ or similar in carpentry, bricklaying, concrete finishing or drainage (similar level of ability achieved from experience will be considered)
- Knowledge of the safe and efficient use of a wide range of hand tools and small plant items
- The following would be an advantage:
  - CITB plant operators licence
  - Health and Safety Awareness Certificate
  - Slinger / banks-man ticket.
  - Certification in the use of small plant and hand power tools e.g. chainsaw

#### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

##### **2.1 Working with People**

- a. Demonstrates an interest in and understanding of others.
- b. Adapts to the team and builds team spirit.
- c. Recognises and rewards the contribution of others.
- d. Listens, consults others and communicates proactively.
- e. Supports and cares for others.
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

##### **3.1 Relating and Networking**

- a. Establishes good relationships with customers and staff.
- b. Builds wide and effective networks of contacts inside and outside the organisation.
- c. Relates well to people at all levels.
- d. Manages conflict.
- e. Uses humour appropriately to enhance relationships with others.

##### **4.2 Applying Expertise and Technology**

- a. Applies specialist and detailed technical expertise.
- b. Develops job knowledge and expertise (theoretical and practical) through continual professional development.
- c. Shares expertise and knowledge with others.
- d. Uses technology to achieve work objectives.
- e. Demonstrates appropriate physical co-ordination and endurance, manual skill, spatial awareness and dexterity.
- f. Demonstrates an understanding of different organisational departments and functions.

##### **6.2 Delivering Results and Meeting Customer Expectations**

- a. Focuses on customer needs and satisfaction.
- b. Sets high standards for quality and quantity.
- c. Monitors and maintains quality and productivity.
- d. Works in a systematic, methodical and orderly way.
- e. Consistently achieves project goals.

**6.3 Following Instructions and Procedures**

- a. Appropriately follows instructions from others without unnecessarily challenging authority.
- b. Follows procedures and policies.
- c. Keeps to schedules.
- d. Arrives punctually for work and meetings.
- e. Demonstrates commitment to the organisation.
- f. Complies with legal obligations and safety requirements of the role.

*Applicants should note:*

- *That the above competencies are part of the Council's Universal Competencies Framework and there will be other competencies relevant to this role that will be used in the on-going appraisal of the person appointed.*
- *The successful postholder will be expected to undertake the personal development necessary to meet fully the requirements of the Role Description and Person Specification e.g. gaining a qualification to validate knowledge obtained through experience.*