

## Job Description and Person Specification

### Civil Engineering Senior Technician

Job Details	
Grade	Apprentice
Service	City Services
Location	Whitley Depot & One Friargate
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

## Job Purpose

- Combining both classroom and practical learning, the postholder will benefit from 'hands-on' experience supporting the various Highways teams and further develop their knowledge and acquire necessary skills to develop.
- Undertake appropriate training and provide a supportive role in the highways teams for the period before qualifying as a Civil Engineering Senior Technician.
- Shadow Officers whilst working towards and completing the Level 4 Apprenticeship Standard.
- Delivering a high-quality service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
- Communicate and liaise effectively with own project team, and those in other teams, such as customers or specialist contractors, and with internal or external stakeholders, respecting the need for the security of data and information

## Main Duties & Key Accountabilities

Work reliably and effectively independently without close supervision, and as a member of a team, taking responsibility for their own work, and supervising others where appropriate. taking responsibility for their own professional development, seeking opportunities to enhance their knowledge, skills, and experience, and support others when requested

Propose civil engineering solutions to well-defined technical problems, by preparing, producing and presenting engineering diagrams and documents, to engineering specifications, industry codes of practice, regulations, standards, and procedures

Manage civil engineering tasks and supervise team members, by applying engineering management principles to effectively identify, organise and use resources within civil engineering projects to specification, whilst recording, controlling, and reporting against agreed budgets or costs, agreed targets and timescales, and with consideration for quality, safety and the contracted terms and conditions

Use a range of practical and workshop skills, selecting and applying appropriate materials, equipment, technologies and processes, to plan, undertake and analyse civil engineering activities

Use analytical and engineering analysis software (such as Computer Aided Design (CAD)), digital data modelling processes, such as Building Information Management (BIM), and other techniques) to inform, develop or manage civil engineering solutions, recognising the limitations of the software techniques used

Ensure compliance with health, safety & welfare requirements, apply safe systems of work, including the Construction (Design and Management) regulation, understanding the safety implications of their role, ensuring they apply and improve safe systems of work

Comply with relevant policies, standards, regulations, legislation, strategies, technical guidance, and codes of practice, for example, Building Safety legislation, Construction (Design and Management) (CDM), or Design Manual for Roads and Bridges (DMRB), ensuring they are interpreted, and communicated correctly and appropriately

As knowledge and competence develops, liaise with other services such as Planning, Legal and Streetpride to promote joined up working, for improved outcomes for businesses and residents.

Support officers to carry out duties including site surveying, preparing reports, drafting formal notices for enforcement of The Highways Act 1980, and other relevant legislation.

Comply with environmental policies and legislation, practice sustainable principles, and evaluate how these impact on the civil engineering projects they work on, and how these assist in the achievement of United Nations Sustainable Development Goals (UNSDG) and net-zero carbon emissions

Key Relationships			
External:	Combined Authority Other Local Authorities Severn Trent Water The Environment Agency Contractors / deliver partners Local businesses Members of the public. Coventry University Stakeholders such Police, Fire etc.	Internal:	Other service areas Staff at all levels in the organisation Elected members / Councillors

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b></p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
None

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> <li>Engineering principles, underpinned by relevant scientific, theoretical and technical knowledge and understanding to solve well-defined civil engineering problems</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Technical drawings, designs, and models, using analytical and computer-based software packages</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Industry policies, standards, regulations and legislation, and Codes of Practice, including Construction (Design and Management) (CDM), Design Manual for Roads and Bridges (DMRB), The Highways Act 1980, and all other relevant.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>Understanding of the organisation's vision and corporate aims.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Comply with, and encourage others to demonstrate statutory health, safety and welfare policies, procedures and regulations. Complete risk assessments to identify, evaluate and mitigate risks.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>High degree of literacy and numeracy skills.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Produce civil engineering technical solutions in accordance with relevant industry standards, procedures, codes of practice, regulations, and legislation.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Influencing, persuading and negotiation skills</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Ability to communicate effectively at all levels in a clear and concise manner.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Employ project management techniques to manage workload and casework to timescales and agreed</li> </ul>

	outcomes.
Skills And Ability	<ul style="list-style-type: none"> <li>To investigate service requests, identify risks, defects, issues and apply correct legal and technical remedies.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Ability to use databases and understand and interpret electronic information accurately.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Ability to build effective and productive working relationships with colleagues and partners at all levels.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Select and use technical literature and other sources of information and data to address well-defined civil engineering problems</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Plan, undertake and review their own professional competence, updating and reviewing their CPD to improve performance</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Ability to take appropriate action to improve the service and make decisions within area of competency.</li> </ul>
Skills And Ability	<ul style="list-style-type: none"> <li>Ability to use equipment and IT applications.</li> </ul>

Skills And Ability	<ul style="list-style-type: none"> <li>Identify and use resources, equipment and technology to meet project requirements, including specifications, budget and timescales</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of providing advice and assistance to colleagues and customers</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working in a team to provide a service.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of writing reports and documents within a given deadline.</li> </ul>
Qualification	<ul style="list-style-type: none"> <li>Five GCSEs at grade B/6 or above including Maths and English AND one of the conditions below: <ul style="list-style-type: none"> <li>Completion of the level 3 Civil Engineering Apprenticeship Standard.</li> <li>120 UCAS tariff points (e.g., three Bs at A-level) including a maths or science, exclude General Studies.</li> <li>BTEC Extended Diploma in Engineering or Construction with overall results MMM.</li> <li>T-Level in Construction: Design, Surveying and Planning: Civil Engineering Specialism: Pass with C on core section. Other T-level in Construction or</li> </ul> </li> </ul>

	Engineering occupation with equivalent A-level Maths at C or above.
Special Requirements	<ul style="list-style-type: none"> <li>• To occasionally work outside of office hours.</li> <li>• Will be required to travel in the course of duties, ability to drive and access to a vehicle is preferable.</li> <li>• To undertake any additional training identified by the council.</li> <li>• Must not already hold a Level 4 Civil Engineering Senior Technician</li> <li>• Occasionally the candidate will be required to deal with difficult customers</li> </ul>

Declaration			
Reviewed/Created By:	Rob Little		
Job Title:	Civil Engineering Senior Technician	Date:	27.05.2025