



## **JOB DESCRIPTION**

**JOB TITLE:** Technical Assistant (Civil Engineering)  
**DIRECTORATE:** Environmental & Sustainable Communities  
**SECTION/DIVISION:** Direct Works  
**GRADE:** BBU6  
**DATE PREPARED:** 2/2/2012  
**REPORTS TO:** Head of Direct Works

### **JOB PURPOSE:**

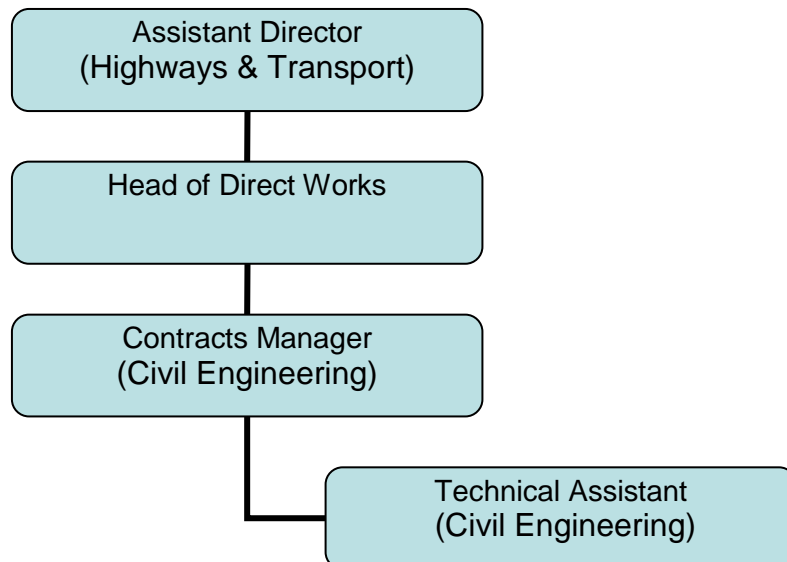
To provide support to the Head of Direct Works in the general running of the Civil Engineering, Street Lighting and Drainage Sections.

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist in the administration of the Highways, Drainage and Street Lighting Service Areas financial and time control systems.
2. Programming works to ensure the efficient use of labour and plant.
3. Preparing accounts and quotations for submission to clients including discussing detailed customer needs over a range of jobs.
4. Calculate monthly / quarterly detailed accounting reports to clients and Head of Service.
5. Assisting in the updating of costs and rates.
6. Dealing with members of the public, companies and other departments requesting services.
7. Resolving queries relating to invoices and accounts.
8. Resolving queries from the public and other companies relating to the Service Areas.
9. Drafting and preparing correspondence.
10. Ensure correct filing of correspondence and work reports / records.
11. Regularly review administrative procedures and seek ways of improving efficiency.
12. Assist in reviewing operational procedures.
13. Prepare reports and agendas for various Service Area Meetings when required.
14. Take minutes at Service Area Meetings, including disciplinaries when required.

15. Attend occasional site meetings when required.
16. Market the various services and seek to generate and develop new business opportunities.
17. Price quotations and arrange surveys when necessary for major works.
18. Seeking to obtain best value from suppliers.
19. Any other duties associated with the post and deemed necessary by the Head of Service.
20. Carry out the above duties and responsibilities with due regard to the Council's Equal Opportunities Policy.

#### **ORGANISATION CHART:**



**SELECTION CRITERIA**

The Selection Criteria for the post should include **qualifications, relevant experience, skills/abilities and styles/behaviors** essential to perform the post

<b>Criterion</b>	
<b>A</b>	Must have good levels of numeracy skills, preferably educated to GCSE Level.
<b>B</b>	Previous experience in preparing of invoicing, and compiling of final accounts for both internal and external clients.
<b>C</b>	Computer literate, and have previous experience of work with various software packages.
<b>D</b>	Excellent written and oral communication skills.
<b>E</b>	Ability to prepare final accounts and performance data in the form of reports for scrutiny by the Head of Direct Works.
<b>F</b>	Ability to work independently, and as part of a team with other members of the Direct Works Department, and other Departments of the Authority
<b>G</b>	Demonstrate experience of good organizational skills and the ability to adapt to working under pressure.
<b>H</b>	Previous experience of dealing with both internal and external clients, and working in a commercial environment.
<b>I</b>	Previous experience of working with a manual workforce and Subcontractors.

<b>DBS Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)	<input checked="" type="checkbox"/> Not applicable for this post <input type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults <input type="checkbox"/> Working within Fostering & Adoption Service (Any post) <input type="checkbox"/> In a position of authority/trust (Senior Management) <input type="checkbox"/> Other e.g.: auditors, solicitors
<b>Work Related Travel</b>	<input checked="" type="checkbox"/> Not required <input type="checkbox"/> Ability to travel around the county <input type="checkbox"/> Provide car for business use (Designated User)
<b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)	<input checked="" type="checkbox"/> Manual Handling activities <input checked="" type="checkbox"/> Regular exposure to mental pressures and demands <input checked="" type="checkbox"/> Visual Display Equipment – regular use <input type="checkbox"/> Exposure to substances hazard to health <input type="checkbox"/> Exposure to infection <input type="checkbox"/> Risk of verbal abuse <input type="checkbox"/> Risk of physical assault <input type="checkbox"/> Working alone <input type="checkbox"/> Adverse environmental conditions <input type="checkbox"/> Use of dangerous machinery <input type="checkbox"/> Driving PSV/HGV vehicles