**JOB**

**OUTLINE**

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| **Directorate: ENVIRONMENT & PROPERTY** | **Section: ENGINEERING** |
| **Post No:** **EPEN01002** | **Designation:** **ASSISTANT ENGINEER** | **Grade: 8** |

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| **Purpose of the Job:**To provide technical support to the Engineering Division with specific responsibility for the duties referred to below, providing an efficient and effective, customer-focussed service, in accordance with the Council’s Aims and Objectives |
| Role:Preston City Council’s Engineering Division is a small team responsible for undertaking residual highway functions (not carried out by the highway authority) including the maintenance and repair of the authority’s assets on the highway.The post holder will become a member of the Engineering Team, which is responsible for the following areas of work:* Organising and coordinating the maintenance, repair & minor works required to the Council’s highway assets; including bus shelters, street nameplates, seating and other street furniture.
* Processing, via the Council’s Legal Department, Traffic Orders for road closures in support of events on the highway in co-operation with the Council’s Events Team.
* Managing strands of the Council’s Travel Plan
* Providing technical support to the Council’s Riversway Team, who cover operational matters at the Council’s former dock estate.
* Managing the annual weed spraying contract on behalf of Lancashire County Council
* Processing Pavement café licences
* Providing technical support to the Council’s off-street car parking operations.
* Investigating flood management issues that are not the responsibility of other agencies/ departments.
* From time to time, undertaking small schemes on Council land or relating to Council assets.
* Liaising and consulting with Lancashire County Council

The post holder will not be expected to have experience of all of the above areas and training will be provided. The Assistant Engineer will work with the Head of Engineering to manage the above responsibilities.**Main duties/Responsibilities:** The role will include the following specific duties:* Responsible for organising and supervising maintenance of the Council’s highway assets.
* Providing appropriate design advice to other departments within the authority in the preparation of schemes.
* Assist in the preparation of contract drawings, specifications and contract documents as and when required
* Provide contract administration, programme development and project management, including dealing with disputes, claims and final account settlements
* To actively encourage flexibility in the Engineering Division by assisting in other functions when required and within capabilities.
* Supervision of operational staff at Riversway and contractors of various disciplines
* Assist in the preparation and monitoring of capital and revenue budgets
* Liaison with statutory bodies and other design disciplines, assisting in the delivery of coordinated projects
* Provision of advice on planning applications to other Council departments and developers as required.
* Assist in the preparation of reports on engineering-related issues to colleagues, Cabinet Members and Council Committees, as required
* Assist in the supervision and training of staff as required.
* Assist in the implementation and execution of safety procedures.
* Support the Riversway team with routine maintenance and minor works on site if required
* Maintain statutory and other records in accordance with current regulations or requirements.
* Investigate requests for service, petitions and complaints relating to the Engineering service area.
* Carry out performance monitoring in accordance with current principles and best practice.
* Attend meetings at all levels of the council and other bodies as required to represent the Council on Engineering matters.
* Undertake a role as a member of the call-out team if required

**Additional Duties:*** Emergency Planning:- in a peacetime emergency, support your section in the roles and responsibilities that may be required to maintain essential services
* Such other duties and responsibilities appropriate to the post or grade, as agreed by management

NB: The Council is an equal opportunities employer and provider of services. The Council has a statutory duty to promote equality and all employees must be aware of that duty and work to the Council’s equality standards |
| In addition, other duties at the same level of responsibility may be allocated at any time.Date Produced: May 2023 |

Position in Departmental Structure:-

**Engineering Division Structure 2023**

**Head of Engineering & Riversway Manager**

**Assistant Engineer (Engineering)**

**Snr. Riversway Operative**

**Parking & Building Cleaning Manager**

**Asst. Parking and Building Cleaning Manager**

**Riversway Operative/ Engineering Assistant**

**Building Cleaning Operatives**

**Riversway Operatives (1.5 FTE)**