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**EMPLOYEE**

**SPECIFICATION**

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| **Directorate: ENVIRONMENT AND PROPERTY** | | **Section: ENGINEERING** | |
| **Post:** EPEN01002 | **Designation: TECHNICAL OFFICER** | | **Grade: 8** |

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| **Qualification:** | | | |
| **E  D**  **D** | **A good standard of general education, including GCSE Maths and English to Grade C/4 or equivalent  Appropriate Construction/Civil Engineering-related qualification – BTEC, HND, HNC or equivalent**  **Membership of a relevant professional institute/institution – e.g. ICE (Institution of Civil Engineers)** | | |
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| **Knowledge/Skills/Abilities:** | | | |
| **E** | **Good communication skills**  **Knowledge of Health & Safety legislation**  **General Civil Engineering/Construction knowledge**  **Ability to use computers (****e.g. Word, spreadsheets & databases)**  **Ability to supervise staff and develop rapport with other team members**  **Ability to make effective use of resources and to plan and prioritise workload on both reactive and planned projects**  **Knowledge of the maintenance of highway infrastructure/street furniture**  **Knowledge of procurement, tendering and contract management**  **Knowledge of budget management and preparation** | | |
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| **Experience:** | | | |
| **D**  **D**  **D**  **D**  **D**  **D**  **D**  **D**  **D** | **Experience in the supervision of contractors**  **Experience in construction project management, including the commissioning of contractors & suppliers**  **Experience of minor highway related design schemes**  **Experience of implementing Health and Safety Law**  **Experience in Traffic Regulation Orders**  **Experience of working with Utilities and statutory bodies**  **Experience in managing resources within the field of Engineering**  **Experience of finance/budgetary control and project based reporting**  **Experience of investigating flooding issues** | | |
| **Special Requirements:** | | | |
| **E** | **Full driving licence** | | |
| **D** | **Available for call-outs in emergency situations** | | |
| **D** | **Available for occasional evening and weekend duties** | | |
|  | E  D | Essential  Desirable | Date Produced: April 2025 |