

## Kent County Council

### Job Description: *Engineer (Structures & Tunnels)*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Structures Asset Management</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Programme Manager (Tunnels, Barriers &amp; Data)</b>

#### **Purpose of the Job:**

To provide engineering support to the Highway Structures & Tunnels Team. As an Engineer you will support the Programme Manager to progress various mechanical and electrical engineering tasks and projects.

The post holder will provide technical advice, general project management of schemes, along with associated financial control and administrative tasks.

#### **Main duties and responsibilities:**

- Undertake engineering roles for the Programme Manager. This may include agreeing designs for new mechanical, electrical or technology assets and planning and implementing the inspection and assessment programme for Tunnel assets.
- Support and direct small schemes, from feasibility through to completion. This includes conducting a technical review of proposals, monitoring the delivery the works programme and ensuring health and safety files are complete and robust.
- Conduct site visits (this will include occasional overnight hours) and asset audits, to ensure assets are being maintained in accordance with agreed and approved designs and current standards.
- Assist in the preparation and review of risk assessments and method statements. With Health and Safety legislation in at the forefront, e.g. CDM 2015.
- Assisting with raising works orders to contractors.
- Ensure all project documentation and correspondence is logged and filed accurately.
- Ensure asset management databases are kept updated; following inspections, servicing and renewals. Provide assistance to the Programme Manager with asset database development.
- Provide ad-hoc assistance for the reactive and planned maintenance of roadside safety barriers.

- You will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Kent County Council

## Person Specification: *Engineer (Structures & Tunnels)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Bachelors Degree in a relevant subject.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Previous experience working in a relevant engineering environment is required.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to use and interpret spatial data (maps and drawings).</li><li>• Good teamworking skills.</li><li>• Self-motivated and strong desire to learn.</li><li>• Good interpersonal and communication skills to liaise with developers and colleagues.</li><li>• Computer literacy, training in specialist software used will be provided.</li><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Understanding of current standards (e.g. Design Manual for Roads and Bridges).</li><li>• Broad knowledge of relevant legislation with ability to research and interpret.</li><li>• Understanding of CDM Regulations and risk assessments.</li></ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p>

	<p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
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