

# Job Description

## Engineering Technician

### Highways / Drainage / Flood Risk / Infrastructure

Our reference: DSB/00000/JD00 – Rev03

#### 1.0 GENERAL DUTIES AND RESPONSIBILITIES:

An Engineering Technician is expected to perform the following tasks on a day-to-day basis with growing confidence. The list below is not limited to the daily duties and reference should be made to the relevant sections within the Skills Matrix.

The role of an Engineering Technician will involve general duties as well as technical duties. Continued growth through on the job training and development of technical expertise is expected with the option to further qualification if suitable aptitude and commitment is shown and sustained.

Engineering technicians will be exposed to multi-discipline projects that will require them to strategise, design and detail drainage systems, highways arrangements, flood risk assessments and solutions, earthworks and structural engineering projects.

#### General

1. Maintain and develop technical capability through CPD, attending internal and external seminars regularly.
2. Understand and implement internal company policy and procedures Quality and SHEQMS procedures at project level.
3. Attend training seminars when relevant and present key points to colleagues.
4. Engineering technicians should use their experience to advise and mentor more junior members of the team.
5. Develop necessary skills for Microsoft products including Excel, Word and Power Point.
6. Develop necessary skills for drawing production in accordance with standard procedures and quality of outputs
7. Understand and implement Designer's duties under the CDM Regulations 2015.
8. Practical understanding of civil engineering principles sufficient with your grade.
9. Expected to work across different offices where required as part of a multidisciplinary team working on a project and to take direction and instruction from the lead engineer on these projects.
10. Assist in the preparation and issue of project documents (email, extra-net and postal)
11. Demonstrate an understanding and evidence that you are adhering to SCP values, highest standards, great services, professional team and creative solutions
12. Engineering technicians will join one of the 6 in-house training knowledge groups (rotated annually) where they will prepare and present technical information learnt on the job to the wider company
13. Appreciation and a respect for Equality, Diversity and Inclusion throughout

### Management

1. Engineering technicians within the design team on designated projects, reporting to Senior / Principal Engineers.
2. Have an understanding and appreciation of their role within design team and timescales available for undertaking required works for your role and others working on projects.
3. Have an understanding and appreciation the role of the other members of the design team members on a multi-discipline project (Architect, M&E Engineer, Client etc).
4. Have an understanding of the required programme, co-ordination, communication and SCP involvement within project to ensure satisfactory delivery of a project.
5. Plan and manage own resources and ability by following resource plans and updating senior colleagues to clients programmes to achieve deadlines
6. Have an understanding of the project scope, parameters and constraints to set out and manage your own delivery plan to achieve the goals through to completion.
7. Carry out negotiations with statutory utilities undertakers to obtain layouts and quotations (C2-C7)

### Technical

1. Have an ability to provide design strategies and briefs to be developed by junior staff, whilst overseeing and guiding them through the detailed stage of the design
2. Engineering technicians should have the confidence to ask questions around designs and details
3. Have an understanding of the stages of design and the detailed output required at each stage within your chosen field of expertise.
4. Keep up to date with changes in legislation, codes of practice, design codes and proprietary suppliers.
5. Checking of drawings and calculations prepared by colleagues to improve the quality of deliverables.
6. Undertake engineering drawing production calculations and designs using an efficient and rationalised process to the latest design standards and, where applicable, using relevant design software to your chosen field of expertise under the guidance of senior engineers.
7. Have a working knowledge of software within chosen field of expertise, example of this include:
  - a. AutoCAD / BricsCAD
  - b. MircoDrainage / Flow / InfoDrainage
  - c. AutoCAD Civil 3D / PDS / Open Roads
8. Have a working knowledge of technical standards and guidance in chosen field of expertise, examples of this include:
  - a. DMRB / Manual for Streets
  - b. Relevant sections of the NPPF and PGG's
  - c. Relevant sections of Building Regulations / NHBC / LABC
  - d. CIRIA 753 SuDS Manual
  - e. Sewers for Adoption / DCG
9. Have an understanding of technical application processes and requirements for highways and/or drainage adoptions S278 / S38 / S50 / S104 / S106 / S185
10. Assist in the detailing of roads & sewers across a variety of sectors including residential, commercial, industrial, energy, education and healthcare.
11. Hold a valid CSCS card to enable site visit

## 2.0 TECHNICAL SKILLS MATRIX:

### *Knowledge Area 1 - Knowledge of SCP/RSK Policies:*

**Average Scores of 3+** This is a general area of expertise, an expectation for all staff to have an awareness of these policies with a better understanding provided at senior levels with the ability to advise and teach junior staff.

### *Knowledge Area 2- Health and Safety - Legal Requirements:*

**Average Scores of 3+** This is a general area of expertise, an expectation for all staff to have an awareness of these policies with a better understanding provided at senior levels with the ability to advise and teach junior staff.

### *Knowledge Area 3 - Technical Design Standards:*

**Average Scores of 2+** in their chosen field. The technical standards are not limited to those within the matrix. At Engineering Technician level an awareness and understanding for minimum **scores 2+** would be expected at this grade.

### *Knowledge Area 4 - Project Management:*

**Average Scores of 2+** This is a general area of expertise, an expectation for all staff to have an awareness of project management roles with an introduction to project management of small projects at more junior grades. At Engineering Technician level, it is expected that an awareness, knowledge and understand of quality controls should be at 3+ within the first year of employment, Risk management is expected to grow to a level of 2+ within the first year of employment and a basic awareness and understanding of all other attributes should be attained to level 2+ within the first year.

### *Knowledge Area 5 – Highways:*

**Average Scores of 2+** Where relevant to their role. The technical standards are not limited to those within the matrix. At Engineering Technician level an awareness and understanding for minimum **scores 2+** would be expected at this grade.

### *Knowledge Area 6 – Drainage:*

**Average Scores of 2+** Where relevant to their role. The technical standards are not limited to those within the matrix. At Engineering Technician level an awareness and understanding for minimum **scores 2+** would be expected at this grade.

### *Knowledge Area 7 – Housing:*

**Average Scores of 2+** Where relevant to their role. The technical standards are not limited to those within the matrix. At Engineering Technician level an awareness and understanding for minimum **scores 2+** would be expected at this grade.

*Knowledge Area 8 – Other Skills:*

**Average Scores of 2+** Where relevant to their role. The technical standards are not limited to those within the matrix. At Engineering Technician level an awareness and understanding for minimum **scores 2+** would be expected at this grade.

*Knowledge Area 9 – Design Software:*

**Average Scores of 2+** Where relevant to role. Ability to adapt the software to provide logical engineering solutions to design problems. An understanding of the limitations of the software and how to work around them to provide a safe working solution. A minimum score of 2+ for Microsoft Office suite is expected for all staff at Engineering Technician grade. A minimum score of 4+ on AutoCAD.

### **3.0 PERSON SPECIFICATION:**

The following are qualifications, experience and attributes that an Engineering Technician is expected to have to deliver this role within SCP.

1. A knowledge and understanding of the engineering / development process is expected
2. Achieved or working towards EngTech with either ICE or CIHT
3. A basic understanding of the role and career progression routes and aspirations
4. An eye for detail and confidence to challenge quality of outputs
5. Self-motivated and ambitious
6. A good self-manager of time and work
7. Strong team player with an energetic outlook that motivates others