To accompany Job Description when required

Job title: Construction Assistant Technician

Directorate: Place (Economy, Infrastructure and Growth)

Service/Team: Construction Delivery

Grade: 6

Generic JD/PS Link: ES 530d – Assistant Technician Level 2

# Organisation Structure

Reporting to: Senior Manager Construction Delivery

Responsibility for: Providing a range of professional, technical, and administrative highways services.

## Place Directorate

The Place Directorate contributes to Dorset Council’s Corporate Plan objectives in respect of both people and place, but with a leading role in place-shaping and creating the climate in which communities in Dorset can be strong and successful**.**

## Economy, Infrastructure and Growth

Within the Place Directorate, the Economy, Infrastructure and Growth Corporate grouping provides front-line services administering a variety of statutory functions and delivering on Dorset Council's key corporate aims. The services within the group are arranged under heads of service for Assets and Property, Highways, Growth and Environment and Travel and Parking.

## Highways Service

The Highways Service provides the management and maintenance of the highway network and its related assets and infrastructure, involving promoting and supporting transport related safety issues and healthy lifestyles.

The service develops and delivers transport strategies and plans in line with the authority's direction priorities allocating budget and resources to optimise services.

The service works collaboratively across the Council and with the Council's partners to champion innovation to secure the best outcomes and value for Dorset's citizens and customers.

Service Managers support the Corporate Director in the following areas:

* Service Manager for Network Operations
* Service Manager for Infrastructure and Assets
* Service Manager for Parking Services

Our Key Customers are:

* Elected members and the local community.

The key priorities for the team are:

* Progressing projects in accordance with standards, regulations, procedures, and best practice
* Ensuring projects are delivered safely on time and to budget.
* Ensuring fees are robustly managed.
* Maintaining a safe and effective highway network

The key people the teamwork with are:

* Elected members and the local community.
* Highways colleagues
* Highways England, the Environment Agency and other stakeholder organisations
* External design consultants to develop a strategic long-term private sector partnership.
* Adjacent county and local authorities on cross boundary issues.

## Apprentice Fixed Term Position – Assistant Technician Level 2

The Support Technician reports directly to the Senior Construction Manager. The post holder will work alongside the Construction Delivery Management Team. A significant part of the role will be working with the Estimators and involves regular contact with members of the public, elected members, construction colleagues and their partner organisations, external providers, and contractors.

**Specific Qualifications and Experience:**

In addition to the general requirements set out in the Person Specification, the Post Holder will require the following as a minimum:

Essential:

* Be prepared to undertake the study requirements dictated by the college or university.
* Minimum level 2 English and Maths grade 9-4 (A\*-C)

Desirable:

* Some awareness of the Highway Service

• Previous experience within tender based estimating preferred.

* Awareness of the importance of Health and Safety within the construction environment.
* Some experience in dealing with the public.
* Ability to use estimating software.
* Must be IT literate.
* Have good interpersonal skills.
* Full, clean UK Driving Licence.
* Accurate with good attention to detail and highly organised

The following is an indication of the purpose of the post but is not an exhaustive list of duties.

* Requirement to travel for site meetings with clients to discuss their requirements, measure works, record and survey needs.
* Prepare estimates for all aspects of Highways maintenance and improvement works either using first principles or highways schedule of rates.
* Prepare estimate letters including identifying specification of works.
* Use Confirm software for enquiry details & maintain quote register.
* Occasionally measure up Highways works potentially in dangerous environments construction sites to prepare and submit final accounts.
* Prepare invoices for external works and journals for internal works.
* Be able to take off quantities from drawing/plans for pricing purposes and or placing of orders for materials.
* Prepare & issuing of works orders to construction managers with site plans, specification of works, contact details, statutory undertakers plans and bills of quantity.
* Aide in the development of Construction Phase Plans and associated documents
* Responsible for PC, handheld communication device (e.g., mobile phone) and associated equipment and other specialised technical equipment as and when required.
* General, offering advice, guidance, and some detailed interpretation where the issue is not straightforward.
* Working towards deadlines either individually or with in the estimating team.
* Where directed, liaising with technical in-house and other colleagues.
* Deliver these seamlessly with Network Operation colleagues and private sector partners to benefit residents, businesses and those enjoying the unique Dorset environment.
* To address local concerns raised by Councillors or Parish Councils.
* To ensure estimated projects are delivered to budget.
* Operate in accordance with Quality and Health and Safety Systems and other agreed procedures and ensure all Health and Safety requirements are met.
* To support colleagues with their duties
* Researching and assessing information.
* Researching materials, equipment, and labour costs.
* Collating quotes for materials and from sub-contractors.
* Planning job timescales.
* To ensure all tender returns meet the client’s requirements.
* Preparing and submitting quotations for work.
* Assisting the Estimator with general duties.

**Travel Requirement**

This role will involve the requirement to travel on an irregular basis. The successful candidate will be expected to obtain a driving licence, if not already held, within a reasonable period after appointment.

A suitable vehicle will be provided for site visits from the nearest Highways depot.

**Other information**

The ability to converse at ease with customers and provide advice in accurate written and spoken English is essential for the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Context statement prepared by: R Sturmey** | | | |
| Manager | Neil Turner | Date | 7th July 2025 |