

Job description

Job title: Assistant Technician – Level 2
Grade: Dorset Grade 6
Job evaluation reference: ES 530d
Job family: Engineering

Purpose and impact

Assist in the proper and effective delivery of projects and/or services, from inception to completion. Provide technical support.

Key responsibilities

1. As directed, assist with specific technical activities, working to meet agreed priorities and deadlines.
2. Liaise as necessary with technical in-house colleagues, to achieve effective project delivery
3. Assist in contract administration.
4. Assist, where directed, in the preparation of estimates for projects.
5. Operate in accordance with Quality, Health and Safety and Environmental Management Systems and other agreed procedures and ensure all Health and Safety requirements are met.
6. Maintain good relations with internal and external Clients.
7. Where directed, assist in liaising with residents on work related issues.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Principal Engineer

Other Factors

Work Environment

1. Office based, but occasional requirement to travel to other offices or on site for periods of site surveying

Work Demands

2. Interruptions are a feature of the post

Work Conflict

3. Very occasional confrontational and verbally aggressive situations arise, with the public and in dealing with contractors.

Working Conditions

4. The post requires working in potentially dangerous environments, such as buildings or construction sites with some lone working
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Resources

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Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	BTEC National Certificate or equivalents
Experience	
2.	Experience within an office environment and able to prepare and read information from drawings
Skills, abilities & knowledge	
3.	An understanding of the principles applicable to the work related area
4.	Knowledge of the use of IT
5.	An understanding of the application of Health and Safety within the construction environment
6.	Able to follow procedures
7.	Able to work within a team environment
8.	Good numeric skills
9.	Flexible and willing to learn
10.	Computer literate
Behaviours	
11.	Responsibility
12.	Respect
13.	Recognition
14.	One Team: Collaboration
Other	
15.	Able to fulfil the travel requirements of the post
16.	Able to adapt to meet difficult and varied site conditions

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
17.	AutoCAD City and Guilds
18.	Studying for a BTEC Higher National Certificate (HNC or HND)
Experience	
19.	Some experience within area of responsibility
20.	Experience of working in a design office relevant to DEC
21.	Experience of using Quality Management systems
Skills, abilities & knowledge	
22.	An awareness of Quality Management systems

23. Awareness of Environmental Management Systems
24. Able to meet deadlines
25. Some understanding of CAD systems

Approval			
Manager		Date	

