# SLC_LINE

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# PER/REC/1C

**Community & Enterprise Resources**

**Competence Based Job Profile – Assistant Engineering Officer**

**Job Context**

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| **Job Title:**  Assistant Engineering Officer | **Grade:**  Grade 2 Level 3/4 |
| **Service:**  Roads and Transportation | **SCP Range:**  42 – 57 |
| **Job Family:**  Roads | **Location:**  Montrose House |
| **Reports to:**  Network Team Leader | **Date:**  October 2014 |

**Overall Purpose**

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| **Purpose of the Job:** |
| To provide such technical assistance as may be necessary within Roads and Transportation Services. |
| **Main Accountabilities of the job:** |
| * Provision of a site supervision service |
| * Provision of a roads inspection service. |
| * Provision of client area office technical assistance as required. |
| * Compliance with all relevant health and safety requirements. |
| * Provision of a Public Utility Inspection Service |

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| **Job specific competencies** | |
| **Knowledge and Experience** | **Level 2** |
| Working knowledge of “Exor”, Microsoft “Excel”, Microsoft “Word” and “Meridio”.  Interprets instructions based on experience and requires little supervision. Actively engages in continuous development activities including peer learning and any relevant training events, thus able to respond to constant changes caused by internal and external factors and developments in own work area. Keeps abreast of what colleagues in similar roles are doing, networking and adopting ideas as appropriate. | |
| **(Achieving Results)** | **Level 1** |
| Plans and monitors activities to ensure contractors meet specified standards. Pays attention to detail, and will make specific changes in own work area to improve performance. Utilises time management skills to ensure that inspections are carried out in accordance with the time-scales and to the appropriate standards. | |
| **Problem Solving and Analysis** | **Level 1** |
| Has the ability to identify the underlying cause of a problem. Offers practical solutions to resolve identified problems. Follows up to ensure appropriate action has been taken. | |

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| **Core Competencies** | |
| **Co-operating with Others** | **Level 2** |
| Ensures that all relevant parties are informed of relevant data to prioritise a programme of lighting defect repairs. Takes time to get to know co-workers, to build rapport and establish a common bond. | |
| **Equal Opportunities** | **Level 1** |
| Avoids the use of any language, actions and behaviours which may be considered discriminatory or cause offence to be taken. Treats customers and co-workers fairly. Actively supports any employee experiencing any unacceptable behaviour. Takes appropriate action when faced with unacceptable behaviour (e.g. reports it to manager). Participates in any relevant training provided. | |
| **Personal Initiative and Drive** | **Level 2** |
| Anticipates possible problems and develops contingency plans in advance. Uses own experience to help and advise others. Able to show resilience and use initiative under pressure. Identifies what needs to be done and takes action before being asked. | |
| **Working Safely** | **Level 2** |
| Conducts risk assessments within area(s) of responsibility. Complies with accident investigation/reporting procedures. Takes appropriate action when unsafe actions identified. Able carry out actions within agreed safety plans. | |
| **Customer Care** | **Level 2** |
| Resolves complaints and confrontation constructively. Adapts the way tasks are performed to meet customer needs and preferences. Adjusts behaviours and processes to promote an effective response to customers. | |

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| **Technical Requirements** |
| **Desirable:** O.N.C. / HNC in Civil Engineering or equivalent, knowledge of Symology, EXOR and Meridio. |