

Job Outline

Post: **Civil Engineer/Senior Civil Engineer**

Location: Drummie Office, Golspie, KW10 6TA

Hours: 35

Duration: Permanent

Cluster: Place, Property & Assets
Project Management, Design & Construction

Grade: HC09 – HC10 £46,155 - £56,329

(salary pay scale placing and job title dependant on qualifications and experience)

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Job Purpose

To work as part of a team delivering the Council's Capital Programme on a range of infrastructure projects.

Job Description – Key Duties and Responsibilities

- Assisting Principal Engineer with the implementation of the Capital Programme
- Development of Road Improvement Projects
- Development of Streetscape Projects
- Preparation of designs for Flood Protection Schemes
- Preparation and design of Landfill Waste Site Restoration
- Preparation of NEC4 Contract Documents
- Supervision and management of Senior Technicians / Technicians and Graduates.
- Preparation of reports and studies.
- Liaising with other organisations and with members of the public.

- Working within a Quality Assured system.
- Application of Health and Safety procedures to working practices and ensuring compliance

Other Duties

The postholder may be required to undertake any other duties appropriate to the level of the post.

Duties and responsibilities will vary from time to time.

Person Specification

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

Essential Attributes

- Engineer - Professional qualification at ICE IEng with relevant experience or an experienced Graduate Engineer M. Eng with working towards CEng.
- Senior Engineer – Professional qualification at CEng or equivalent.
- Demonstrable experience in design of infrastructure projects.
- Good knowledge of Design Standards.
- Good IT skills in Autodesk products, Civils 3D, LT, MS Office including MS Project.
- Good knowledge and experience of Conditions of Contract.
- You will hold a full UK driving licence and be able to travel efficiently and effectively between various work locations within Highland to meet the operational requirements of the Service.

Ideal Attributes

- Proven ability to multi-task, prioritise and organise tasks.
- Ability to design solutions with minimal supervision and to use initiative appropriately.
- Demonstrable experience of assessing and creating road design.
- Demonstrable communication and PR skills, including ability to give presentations/ disseminate information to groups.
- Good knowledge and experience of managing contracts in accordance with NEC Conditions of Contract.
- Experience in the design and contract preparation of Civil Engineering Projects.
- Able to accept responsibility
- Good knowledge and experience of applying CDM.
- Good knowledge of Technical Specifications, Design Standards and Codes of

- Practice including the DMRB, and the Specification for Highway Works.

Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council.
- Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

