

CIVIL ENGINEER



PLYMOUTH
CITY COUNCIL

Role Profile

Title	Civil Engineer	
Grade	GRADE I	
Reference:	N749	
Reports to:	Principal Civil Engineer	
Work style Definition	Fixed base office worker	
Job Type:	Professional	
Primary purpose of role	<p>Production of highway and drainage design information, specifications and associated CAD drawings.</p> <p>Collation of site information, feasibility studies, design and production of works information for highway infrastructure projects.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Production of civil and structural engineering drawings for highway infrastructure projects based on either own design or that of other team members using current design standards and CAD software packages (25%). ▪ Undertaking Highway Design works in accordance with the relevant specification (35%) ▪ Assist with feasibility studies and preparation of technical reports/works information documents (20%). ▪ Assist with preparation of CDM documents (10%). ▪ Supervise, guide and direct team members as appropriate to work task (5%) ▪ Manage and coordinate implementation of QA systems for drawing production and sharing (5%). 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Accuracy and standard of work. ▪ Adherence to allocated time. ▪ Adherence to allocated budget. ▪ Early warning for scope changes. ▪ Innovation.

Key activities	<ul style="list-style-type: none"> ▪ Site inspection for collation of site information including dimensional surveys (5%). ▪ Production of CAD drawings (30%). ▪ Design of highway infrastructure to limits of own experience and assist in design (35%). ▪ Assist with preparation of technical reports, works information and CDM documents (20%). ▪ Maintain accurate record of drawing production/sharing (5%). ▪ Carry out other duties appropriate to the grade of the post (reactive % impacting / being absorbed within other activities). ▪ Supervise, guide and direct team members as appropriate to work task (5%).
Essential qualifications/knowledge	<ul style="list-style-type: none"> ▪ Degree, or equivalent in Civil Engineering or other relevant discipline
Desirable qualifications/knowledge	<ul style="list-style-type: none"> ▪ A member of the Institution of Civil Engineers or working towards achieving full membership by 1st January 2021. ▪ CDM Regulations and compliance
Essential experience	<ul style="list-style-type: none"> ▪ Minimum of 5 years working within a Civil Engineering or Highway Design related discipline.
Desirable experience	<ul style="list-style-type: none"> ▪ Commercial awareness of project development and delivery.
Essential skills	<ul style="list-style-type: none"> ▪ Proficient in database (GIS) implementation and management ▪ Proficient at AutoCAD 2D & 3D ▪ Good time and programme management skills with customer focused approach to service delivery ▪ Good communication skills
<p>Corporate standards</p> <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. 	