

JOB DESCRIPTION

POST TITLE: Assistant Project Engineer (Streetlighting)

DIVISION/UNIT: Construction/Street Lighting

GRADE: 7/8

RESPONSIBLE TO: Project Engineer/Senior Project Engineer

RESPONSIBLE FOR: Chargehand Electricians
Highway Electricians
Electricians
Public Lighting Operatives
Roadworkers

Job Purpose

To provide support as appropriate to project staff within the Street Lighting service area. Co-ordinate and control small to medium sized street lighting installation, maintenance and upgrade contracts, including supervision and management of Operatives, the allocation of specialist plant, equipment and materials.

Main Duties and Responsibilities

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation, electrical safety standards, and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Duties

4. Supervise and prioritise, on a daily basis, the work of Street Lighting Roadworkers/Chargehand Roadworkers/Electricians in your designated area and assist with the implementation of employment policies.
5. Contribute to setting and managing the street lighting capital and revenue budget.
6. Carry out site surveys, inspections, and setting out for street lighting works, including column installations, cabling routes, and electrical connections.
7. Assist with creating and maintaining programmes of work for planned maintenance, upgrade schemes, and reactive fault repairs

8. Plan, organise and assist with the co-ordination of plant, labour and material resources as required within a depot or on allocated contracts.
9. Co-ordinate and maintain appropriate site records and monitor and authorise timesheets and driver's log sheets where appropriate.
10. Prepare site specific risk assessments and method statements and ensure that they are followed and the appropriate safe working arrangements are completed for the relevant work activities.
11. Input data for resource costing on allocated contracts and prepare final interim measures for checking before submission.
12. Ensure the progress of the work is in accordance with the financial targets and programme for completion of the allocated contracts.
13. Supervise and monitor street lighting works as instructed by Project staff including performance monitoring, identifying training needs, carrying out return to work interviews and maintaining standards of conduct.
14. Participate in the organising of any emergency work and any standby arrangements, which includes being part of the supervisory standby rotas as required.
15. Liaise when required with Client, Public Utilities, Police, members of the public etc.
16. Attend meetings and participate in working groups as required.

There is a qualification bar for this post. SVQ Level 3 or equivalent in Electrical Engineering or a relevant subject area is required to progress from Grade 7 to Grade 8.

17. Be responsible for the financial management of an individual job cost ledger, reviewing all costs on projects to ensure sound financial control.
18. Assist in the planning and preparation of works programmes and associated development of project Health & Safety plans.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2/3	2	2	3	4	3	1	3	3	3	4	3	3/4