

City of Edinburgh Council job description

Post title	Graduate Engineer – Street Lighting
Directorate	Place
Service	Operational Services – Roads & Infrastructure
Responsible To	Senior Engineer
Number of post holders	1

Purpose of job

To support and assist the Engineers, Senior Engineers and Transport Managers in the effective delivery of a variety of transport maintenance and improvement projects through the provision of a comprehensive engineering, design and construction supervision service.

The what - major tasks and job activities

Your key activities and responsibilities will include:

1. Undertaking and/or managing preliminary and detailed street lighting design work - including undertaking measurements, surveys, setting-out or preliminary studies and the preparation of technical drawings/plans using bespoke IT packages (e.g. AutoCAD and Lighting Reality).
2. Assisting in contract administration and project management including preparation of drawings and specifications for maintenance, development and other work contracts, Bills of Quantities, lump sum, schedule of rates, works orders and tenders.
3. Assisting in the supervision, including site supervision, control and management of contracts.
4. Ensuring compliance with Health and Safety legislation.
5. Liaising, consulting and engaging with other sections/Departments, statutory undertakers, landowners and other stakeholders involved in or affected by a project.
6. Undertaking all work in compliance with the Departmental Quality Management System and ensuring compliance with Departmental Policy/Standing Orders/Local Transport Strategy.
7. Taking cognisance of environmental implications of design and project implementation.
8. Assisting in the preparation of professional reports for both technical and non-technical readers.
9. This list is indicative and not exhaustive. It describes a range of typical activities undertaken by the post holder.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

You must have:

- A Degree in an electrical engineering related discipline.

You will be responsible for:

- Exercising engineering judgement and identifying solutions to issues/unforeseen circumstances as they arise during construction.
- Identifying innovative and creative ideas to improve methods of working and undertake problem solving/options appraisal and development and engage with Contractors and Consultants to consider the use of new materials and methods particularly with regard to environmental issues and cost effectiveness including piloting or trialling new techniques, methods or technologies.
- Identifying new initiatives and business opportunities, making recommendations to senior management to embrace the opportunities.
- Considering, developing and adopting new working arrangements, systems and procedures.
- Maintain good communication and working with management and staff from a wide variety of internal and external stakeholders, including: Contractors, Statutory Undertakers, Members of the public in dealing with enquiries, complaints, FOI requests, Community Council representatives to discuss potentially contentious issues, Elected members (Councillors, MSPs and MPs), Emergency Service representatives, Developers, Public Transport Operators and Infrastructure Providers (Bus Companies, Network Rail, etc.); and Other public bodies, e.g. Transport Scotland, SEPA, Spokes, Walk Wheel Cycle Trust, Edinburgh World Heritage.
- Making engineering and design judgements and providing technical advice, solutions and recommendations to other parties.
- Monitoring contractor compliance with work specifications, the need for remedial measures and related entitlement to payments.
- Seeking guidance when appropriate.

You will regularly take decisions on:

- The interpretation of design standards, statutory obligations and Council procedures have potentially serious implications in relation to public safety. Non-compliance with Health and Safety legislation could leave the Council open to prosecution if not correctly addressed.

The decisions you take will:

- Have financial implications for the Council particularly in relation to contractual matters/negotiations on behalf of the Council.
- Contribute to ongoing service delivery and service improvement.

Environment - work demands, physical demands, working conditions, work context

You will work:

- Predominantly in an office with a proportion of your time (between 15% and 30%) on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, service delivery.

You will:

- Prioritise competing demands of a complex nature that will impact on your job activities, responding effectively to changing local demands impacting on the service within agreed resource constraints.
- Be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.
- Be exposed to some physical demands that will be predominantly within the range of normal office-based activities.
- Be exposed to some adverse working conditions that will be predominantly within the range of normal site-based activities.
- Be exposed to dirt, noise, a range of weather conditions when on site and, potentially, working in live-traffic situations (10% of time).
- Have some requirement to take care in relation to the working environment, work activities and dealing with people that will not be more than the normal required.

Supervision and management of people

Although you will not have any line management responsibilities, you may be required on occasion to assist in the supervision on site of contractors' staff or Technicians.

Resources the job holder will be responsible for

You will have responsibility for:

- Assisting in the management of multiple scheme budgets (non-staff) in the role of Project Manager on smaller schemes up to £50,000.
- Monitoring costs against budgets and reporting progress and expenditure, approving contract payments and payments for works orders/work packages.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).