



Role Profile

DESIGN TECHNICIAN 2				Purpose			
Reference No.	A4798	Type	Permanent	The primary function of this post is to work independently or as part of a design team producing technical solutions on a variety of building projects from inception to completion.			
Service	Assets, Transportation & Environment - Property Services						
Job Family	Professional 2	Anticipated Grade	FC7				
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility		E	D
Undertake duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant, technical and contract administrator's duties as appropriate.				Educated to SCQF level 7, which includes an HNC in an appropriate discipline, or equivalent. (Deliver results – See 'How We Work Matter's Framework)		✓	
				Proficient in the use of 2D and 3D Design software such as AutoCad, Amtech, Tekla, Microdrainage, Civils 3D and Revit MEP (Embrace Technology and Information)		✓	
				Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts (Work Together)		✓	
				Good written and oral communication (Work Together)		✓	
				Ability to provide a regular and effective service (Take Ownership)		✓	

E = Essential Criteria D = Desirable Criteria

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	Design/Technical Skills (Deliver Results) IT / computer skills (Embrace technology and information) Team Working skills (Work Together) Experience of working to tight deadlines (Deliver Results) Knowledge of design and construction industry issues, legislation and practice (Work Together)	✓ ✓ ✓	✓ ✓
Liaise with statutory bodies as required.	Experience working with statutory bodies and submitting applications (Work Together)		✓
Ensure compliance with statutory legislation, regulations and industry codes of practice and standards applying to the construction process. (e.g. Town Planning Acts, Building Standards Legislation, Eurocodes, etc).	Post qualification experience (Deliver Results) Have a good working knowledge of construction (Work Together)		✓ ✓
Work as Contract Administrator, or work as consultant to Lead Designer/Contract Administrator on contracts determined to be of a suitable scale and complexity.	Experience in all aspects of design. (Deliver results) Effective communication skills (Focus on Customers)	✓	✓
Assist in controlling all contractual matters including design, specification, nomination of Sub Contractors and Suppliers, certification and expenditure of monies, working as part of a team.	Experience of working with other professional disciplines (Work together)		✓

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	Report writing skills (Work Together)	✓	
Comply with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.	Knowledge of commonly used British and European guidance standards and the CDM Regulations (or equivalent) (Deliver Results) Experience in the application of Fife Council's codes of practice (Deliver Results)		✓ ✓
Carry out other tasks within the general scope of the post as may be allocated from time to time.	Evidence of Continuous Professional Development (Take Ownership) Ability to react to or implement change (Focus on Customers)	✓ ✓	
Comply with the Council's Scheme of Administration and Standing Orders. Contribute to the achievement of the Council's corporate aims and values.	Ability to advise other members of team on technical and contractual matters (Work Together) Demonstration of the attributes required to provide a regular and effective service (Take Ownership)	✓ ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results