

JOB DESCRIPTION



Job Title Highway Engineer – Reactive Maintenance

Salary £34,728 - £39,880

Directorate:	Place, Planning and Regeneration	Section/Location:	Time Square
Grade/Salary Range	BG - F	Work style:	Home Flex

Key Objectives of the role

- To manage and support the highway safety inspections team, having due regard to the relevant codes of practice, legislative requirements and council maintenance policies to ensure that the Council meets its statutory requirements in relation to highway maintenance and related public safety
- To work as part of the Reactive Maintenance team with Highways & Transport, responsible for undertaking safety inspections, commissioning and supervising works from the term works contractor.
- The post will be required to lead a pro-active programme of revenue work and have the ability to react quickly and decisively to urgent works required.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- To manage and support the highway safety inspections team, having due regard to the relevant codes of practice, legislative requirements and council maintenance

policies to ensure that the Council meets its statutory requirements in relation to highway maintenance and related public safety

- Pro-actively lead the highway inspection team and drainage during service demanding scenarios. Including, efficiently and courteously responding to customers by methods including, contact in person, by telephone, and through all forms of correspondence including the provision of advice.
 - To lead all aspect of maintenance of the highway network including drainage-related assets or such other Council owned or maintained land as may be required to ensure public safety and the effective movement of highway traffic and pedestrians.
 - To provide input toward the overarching Highway Asset Management approach adopted by the Division and the production and maintenance of the Highway Infrastructure Asset Management Plan.
 - To raise orders for maintenance works on the highway network or such other Council owned or maintained land as may be required.
 - To inspect and supervise planned and reactive maintenance works allocated to the postholder and team.
 - To prepare reports, drawings, schedules, bills of quantities, cost estimates, works orders and other documents in accordance with current industry standards.
 - To manage contractors and consultants engaged by the Council and monitor their performance, ensuring a good working relationship at all times.
 - To undertake liaison with other sections of the Department, other Departments, Elected Members and external organisations/agencies as required (including schools, residents associations, businesses, public transport operations and emergency services).
 - To arrange site investigations, surveys and other related work as required.
 - Gather data and information from our asset management system to be collated into reports to support legal action.
 - To produce and keep adequate and approved records and to compile reports, statistics or other relevant material related to the duties as allocated to the team or any others as may be reasonably required.
 - To assist and advise on any aspect relating to the work of the team.
 - To maintain professional competency by keeping abreast of changes in legislation, policy and procedures and maintain sufficient professional experience and competence to help cover basic duties falling to the section should the need arise outside the specific remit of the post, examples being work in relation to street lighting.
 - To undertake such work as the Director or Assistant Director may determine is compatible with the responsibility level of the post.
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Scope of role

- The post holder will not have any direct budget responsibilities however a good understand of budget management is required
 - Ability to balance resources and prioritise
 - Commitment to the Council's Equal Opportunities policy at all times
 - Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times
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Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>HND in Civil Engineering or related subject</p> <p>Incorporated Engineer status or equivalent</p>	<p>Degree in Civil Engineering or related subject</p> <p>National Highway Inspectors Accreditation</p> <p>Street Works Supervisors Certificate of Competence – covering excavation and reinstatement</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Sound and proven working knowledge of current highway inspection and maintenance practices</p> <p>Working knowledge of current highway maintenance and traffic practices.</p> <p>Ability to work and liaise with a wide range of professionals.</p> <p>Experience delivering works programmes</p> <p>Experience in the day to day management of contractors</p> <p>Working knowledge of the relevant highway, health and safety legislation, and related Codes of Practice.</p> <p>IT literate</p> <p>Experience of GIS systems</p> <p>Problem Solver with troubleshooting skills</p> <p>Ability to achieve deadlines.</p>	<p>Experience in the use of 'Confirm' and handheld data capture devices 'confirm connect'</p> <p>Knowledge of Highway Maintenance Management systems</p> <p>Experience of CAD systems</p>
Work-related Personal Requirements	<p>Self-motivated with practical aptitude and good self-awareness</p> <p>Well-organised, able to prioritise and manage own workload and work as part of a team</p> <p>Ability to work under pressure.</p> <p>Ability to blend tact with firmness.</p>	<p>Broad awareness of range of local government functions</p>

Remain calm and polite in heated situations.

Self-motivated, yet also good team player.

Other Work Requirements

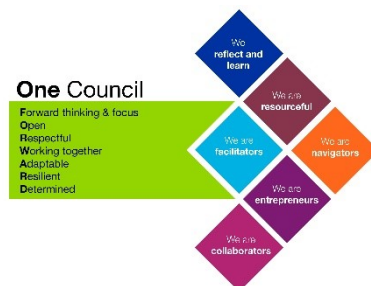
The ability to converse easily with members of the public and respond effectively to questions in spoken English

Current driving licence, use of your own vehicle as the nature of the work requires access to the Borough where there is limited or no public transport at anytime of the day or night.

Must be prepared to occasionally work outside normal office working hours to meet the requirements of the job

KEY CRITERIA	ESSENTIAL	DESIRABLE
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Role models and demonstrates the Council's values and behaviours



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.