

THE MORAY COUNCIL

JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE: Roads Maintenance Manager **DEPARTMENT:** Environmental Services
SECTION: Direct Services Roads Maintenance **LOCATION:** Ashgrove Depot, Elgin
REPORT TO: Head of Direct Services
GRADE: Above POV Pts 24- 27 **POST NO:**

(2) JOB PURPOSE AND WAY OF WORKING

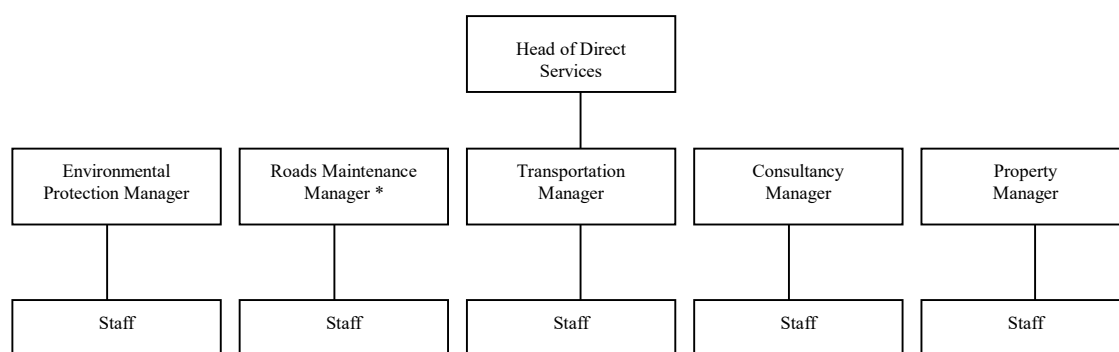
Manage the Roads Maintenance Section, Fleet Service Section, Dredger, Roads DLO and Stores and Procurement Sections. Act as a member of the Council's emergency planning team and be available on a rota basis for general stand by roads related emergencies and winter maintenance duties.

(3) MAJOR TASKS

- 3.1 Manage the Roads Maintenance, DLO and associated Engineering Works.
- 3.2 Manage Fleet Services and Stores.
- 3.3 Manage the Administration and Management of the above service.
- 3.4 Member of Direct Services Management Team.
- 3.5 Participate in Emergency Planning issues.

(4) REPORTING RELATIONSHIPS

This job is indicated by *



SIGNATURES AND ADMINISTRATION ONLY

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

(5)	DUTIES TYPICALLY INCLUDE:
5.1	Manage the Roads Maintenance, DLO and associated Engineering Works
5.1.1	Prepare, manage and monitor the Annual Programme of Roads Maintenance.
5.1.2	Manager the Roads technical, administrative and manual workers staff to satisfy employment legislation and management functions.
5.1.3	Manage the design of road maintenance and street lighting installations in accordance with Quality Management System, acting as the Project Engineer for schemes covered by the Quality Management System.
5.1.4	Manage the preparation, issue, construction, supervision, measurement, and certification of payment of contractors of schemes for Roads Maintenance and Street Lighting.
5.1.5	Manage the construction of schemes for maintenance operations of Harbours, Car Parks, Flooding and Water Courses.
5.1.6	Manage the submission of estimates, tenders, schedule of rates and bills of quantities alongside the requirements for labour, plant and materials.
5.1.7	Manage the programming and carrying out of safety and detailed inspections in accordance with Roads (Scotland) Act 1984.
5.1.8	Manage Winter Maintenance activities, liaising daily with the Met Office regarding conditions, instructing the direct labour workforce on action to be taken, control and monitor of salt levels and liaising with neighbouring councils.
5.2	Manage Fleet Services and Stores
5.2.1	Manage the Fleet Services section, including Fleet Management, Vehicle Maintenance, Taxi Testing, Central Stores, Home to School Transport and School Crossing Patrols.
5.3	Manage the Administration and Management of the above Service
5.3.1	Prepare reports and general advice for the Head of Direct Services.
5.3.2	Manage the complaints procedures from members of the public/elected members/outside bodies relating to the service.
5.3.3	Manage the Southbank System database of complaints.
5.3.4	Manage the Quality Management System for the service.
5.3.5	Manage the activities of the workforce, preparation of the works programme and programming of works, the progress of the works, ordering of materials and stock control, utilisation of plant and vehicles, including external hires and sub contracts.
5.3.6	Membership of working group or working party, as may be required, and preparation of reports/information for such groups.
5.3.7	Implement policies and procedures required for the service.
5.3.8	Ensure Health and Safety issues are incorporated for the service, acting as Planning Supervisor where necessary.
5.3.9	Manage staff resources, ensuring recruitment and selection of staff in line with Council Policy.
5.3.10	Manage allocation of works, ensuring efficient distribution of work.

(5) DUTIES TYPICALLY INCLUDE:

- 5.3.11 Authorise timesheets, overtime and travel and subsistence claim forms for the service.
- 5.3.12 Carry out regular team briefs with staff.
- 5.3.13 Ensure disciplinary matters are dealt with in line with Council Policy.
- 5.3.14 Pass training needs of service to Senior Admin Officer for preparation of departmental training plan.
- 5.3.15 Carry out statutory requirements of the Council, as necessary.
- 5.3.16 Investigate new processes and methods of maintenance.

5.4 Member of Direct Services Management Team

- 5.4.1 Participate in Direct Services Management Team meetings.

5.5 Participate in Emergency Planning Issues

- 5.5.1 Participate in emergency situations, such as flooding, pollution incidents.
- 5.5.2 Member of the Emergency Planning Duty Rota staff.

The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.