

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY			
POST TITLE :	Network Asset Engineer	DEPARTMENT :	Environmental Services
SECTION :	Direct Services - Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO	Roads Maintenance Manager	POST NO :	
GRADE :	To be evaluated (G10?)		

(2) JOB PURPOSE AND WAY OF WORKING
Head a section responsible for managing and maintaining assets within road maintenance activities with particular responsibility for policy development, asset management planning, the development of service improvement plans & performance reporting within roads maintenance. To contribute to the development and management of a high quality, efficient and effective roads maintenance service, providing operational leadership and senior management support to the Roads Maintenance Manager. Leading/managing change and strategic thinking within the service.

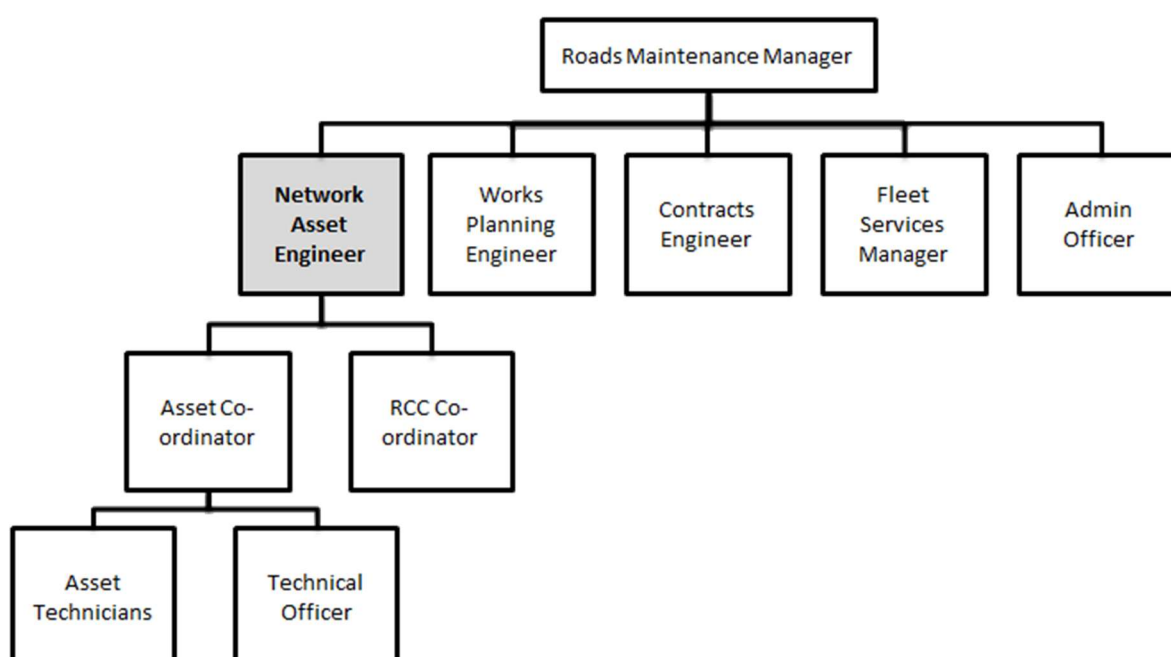
(3) MAJOR TASKS
3.1 Managing and maintaining assets within road maintenance activities in a safe and serviceable condition. 3.2 Prepare, manage, monitor & deliver relevant parts of the annual Capital and Revenue Programme of road maintenance. 3.3 Develop and implement systems to support the roads construction consents (RCC) processes. 3.4 Ensure effective systems and procedures are in place to deliver on the requirements outlined within the Street Works Act and associated codes of practice. 3.5 Lead the team to prepare, updating and distribution of various Roads Maintenance documents required for operational purposes. 3.6 To provide a strong focus on customer care in accordance with Council policy and ensure that staff place customers at the fore and aim to consider their needs in service delivery. Deal with service enquiries and complaints relating to Roads Maintenance matters. 3.7 Asset management of relevant asset groups including contributing to the development, monitoring and improvement of the Roads Asset Management Plan and related processes. 3.8 Represent the Council on various national bodies, liaison groups, working parties. 3.9 Manage staff resources and allocation of work, & liaising and negotiating with trade unions 3.10 Management of staff training, development and appraisal. 3.11 Implement absence management and disciplinary procedures

(3) MAJOR TASKS

- 3.12 Keep up to date with to new legislation, equipment, processes and changes to operational policies and procedures.
- 3.13 Implement and contribute to developing the Direct Services Quality Management System.
- 3.14 Prepare & deliver presentations/reports and provide general advice for the Roads Maintenance Manager, other Council sections, Councillors and others on roads maintenance matters.
- 3.15 Participate in the provision of the winter maintenance service and emergency service in accordance with operational plans or procedures.

(4) REPORTING RELATIONSHIPS

This job is highlighted below



(5) DUTIES TYPICALLY INCLUDE

- 5.1 Managing and maintaining assets within road maintenance activities in a safe and serviceable condition.**
 - 5.1.1 Managing and maintaining assets within road maintenance activities in a safe and serviceable condition in accordance with the Roads (Scotland) Act 1984, the Transport (Scotland) Act 2005, the Electricity at Work Regulations 1989, the Health and Safety at Work etc. Act 1974 and other relevant legislation.
 - 5.1.2 Arrange and monitor SCRMS returns and advise other sections within roads maintenance of areas in need of attention.
 - 5.1.3 Assist with unit costing .
 - 5.1.4 Monitor and compare income and expenditure for in-house contractor works and report in accordance with departmental procedures.
- 5.2 Prepare, manage and monitor relevant parts of the annual Capital and Revenue Programme of roads maintenance.**
 - 5.2.1 Support the preparation of the annual Revenue and Capital Programme of Roads Maintenance.
 - 5.2.2 Monitor the roads maintenance revenue and capital budgets and report progress as required.

(5) DUTIES TYPICALLY INCLUDE

5.3 Develop and implement systems to support the roads construction consents (RCC) processes.

- 5.3.1 Manage the undertaking of RCC inspections including customer led enquiries and scheduled site inspections.
- 5.3.2 Ensure inspection functions are undertaken to defined frequencies and that the appropriate codes of practice are properly applied by the RCC coordinator/Inspectorate.
- 5.3.3 To be the recognised point of contact for liaison purposes between the planning team and site developers.
- 5.3.4 Support transport/planning input to the Councils Development Plan Process and the Local Transport Strategy.

5.4 Ensure effective systems and procedures are in place to deliver on the requirements outlined within the Street Works Act and associated codes of practice.

- 5.4.1 To ensure appropriate updates of systems in respect of streetworks and statutory duties are undertaken in an efficient and effective manner.

5.5 Lead the team to prepare, updating and distribution of various Roads Maintenance documents required for operational purposes.

- 5.5.1 Update of the Roads Maintenance Strategy Document.
- 5.5.2 Updating and distribution of the Roads and Footways Inspection and Assessment Plan.
- 5.5.3 Updating and distribution of the Winter Service Specification and Operational Plan.
- 5.5.4 Updating and distribution of the Roads Maintenance Specification and Operational Plan.
- 5.5.5 Updating and distribution of the Street Lighting Provision and Maintenance Plan.
- 5.5.6 Provision of establishing and updating the roads inventory within GIS and related asset based IT computer systems.
- 5.5.7 Update the list of public roads (LoPR)
- 5.5.8 Responsible for the upkeep & completion of service specific performance related indicators/surveys/benchmarking.

5.6 To provide a strong focus on customer care in accordance with Council policy and ensure that staff place customers at the fore and aim to consider their needs in service delivery. Deal with service enquiries and complaints relating to Roads Maintenance matters.

- 5.6.1 Support the process of dealing with service requests and complaints from members of the public, elected members and/or other outside bodies relating to roads maintenance issues. Also monitor and assess level of service requests and complaints.
- 5.6.2 Provide a high standard of customer care in all respects to all users of the service.
- 5.6.3 Where complaints are received they shall be investigated and an appropriate response provided. Thereafter, they will be responsible for taken action to prevent repeat complaints of this nature and informing the Roads Maintenance Manager of what action they have taken.
- 5.6.4 Improve communication within the service to ensure that colleagues and customers are kept informed of the programming and progression of all contract works.
- 5.6.5 Attend Community Council and public meetings as required.

5.7 Asset management of relevant asset groups including contributing to the development, monitoring and improvement of the Roads Asset Management Plan and related processes.

- 5.7.1 Manage the upkeep of asset management plans in relation to road maintenance activities and associated improvement plans.
- 5.7.2 Undertake asset inspections and data capture regime in accordance with the relevant codes of practice.
- 5.7.3 Monitor asset condition assessments and forecasts.
- 5.7.4 Lead the process of undertaking financial modelling exercises and associated data analysis to

(5) DUTIES TYPICALLY INCLUDE

support future budget setting with Roads maintenance manager.

5.8 Represent the Council on various national bodies, liaison groups, working parties.

5.8.1 Represent the Council at or on: - Scots, APSE, ILE and other bodies as required.

5.9 Manage staff resources and allocation of work, & liaising and negotiating with trade unions

5.9.1 Member of the Roads Maintenance Management Team.

5.9.2 Ensure recruitment, selection and appointment of staff conforms to Council Policy.

5.9.3 Authorise timesheets, overtime, travel and subsistence claim forms.

5.9.4 Ensure effective distribution of staff resource within Roads Maintenance.

5.9.5 Hold regular team meetings/briefs with staff.

5.10 Management of staff training, development and appraisal.

5.10.1 Undertake Employee Review and Development interviews in line with Council Policy.

5.10.2 Identify personal training needs and assist in compiling department training plan.

5.10.3 Manage the procurement of in-house and specialist training requirements.

5.10.4 Manage the development and implementation of vocational qualifications.

5.11 Implement absence management and disciplinary procedures.

5.11.1 Implement Council Health and Work Policy as required.

5.11.2 Ensure disciplinary and grievance matters are dealt with in line with Council Policy.

5.12 Keep up to date with to new legislation, equipment, processes and changes to operational policies and procedures.

5.12.1 Ensure that new legislation relating to roads maintenance matters is implemented.

5.12.2 Evaluate new developments and technology.

5.12.3 To be aware and understand the corporate aims and values and strategies of the Council.

5.12.4 To use a range of management tools and techniques to manage change.

5.12.5 To lead by example and apply appropriate leadership styles to different situations and influence employees to 'buy into' the direction of the service

5.13 Implement and contribute to developing the Direct Services Quality Management System.

5.13.1 Contribute to the development of QMS in accordance with sector scheme requirements.

5.13.2 Ensure procedures are implemented and conformed to.

5.13.3 Support relevant internal and external audit process.

5.14 Prepare and deliver presentations/reports and provide general advice for the Roads Maintenance Manager, other council sections, Councillors and others on Roads Maintenance matters.

5.14.1 Research information and prepare reports and general advice as required.

5.15 Participate in the provision of the winter maintenance service and emergency service in accordance with operational plans or procedures

5.15.1 Support the Roads Maintenance response to winter maintenance and emergencies.

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 the detailed duties.

SIGNATURES AND ADMINISTRATION ONLY

Author's Signature :

Validator's Signature :

Postholder's Name :

Signature :

Supervisor's Name :

Signature :

MORAY COUNCIL PERSON SPECIFICATION

Post: Network Asset Engineer

Department: Environmental Services

Date Specification Completed: June 17

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Knowledge and extensive experience of Roads Maintenance/Street Lighting management and construction. Experience of managing budgets/preparation of estimates/budget setting in a construction background.	Experience of personal management supervision of sizeable workforce.
(2) Education & qualifications*	BSc/HND/HNC Qualification* in civil engineering or electrical engineering or equivalent qualification or comprehensive relevant experience	Chartered or Incorporated Engineer or member of a recognised professional body*. IOSH Managing Health & Safety* Possession of a Construction Skills Certificate Scheme Card
(3) Skills/abilities (general)	Ability to clearly communicate with employees, members of the public and other stakeholders by email, letter, phone and verbally Initiative and self-motivation. Ability to manage a Roads Maintenance section with limited supervision to meet service targets. Extensive IT knowledge covering a range of packages, including Microsoft word/exel/powerpoint, GIS mapping and business systems relevant to the service area.	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	Ability to support, mentor and train staff within the group. Work directly with and influence service managers and in respect of service systems and business processes. Ability to work accurately paying attention to detail.	
(4) Skills/abilities specific to post*	Full driving licence (<i>for employees required to drive council vehicles - specific categories, beyond the standard vehicle driving licence, should be specified</i>) You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service. Due to the rural nature of Moray this is normally undertaken by use of a car. Knowledge of legislation and work practices relating to a wide range of Roads Maintenance/Street Lighting activities.	Ability to work under pressure when dealing with emergencies and with unplanned and ever changing work priorities.
(5) Inter-personal & social skills	Ability to work as part of a team, providing effective leadership and direction or carrying out instruction as required. Drive, enthusiasm and willingness to adopt to new ideas. Able to work on own initiative, motivate & be innovative. Courtesy, politeness and ability to listen to people's views and communicate successfully with a wide range of contacts..	

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(6) Working environment & physical demands	Manual and physical dexterity for working out of doors. Able to work flexible hours as determined by site activities.	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES /NO
Satisfactory pre-employment medical screening required?	YES /NO