

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE :	Senior Engineer (Roads Maintenance)	DEPARTMENT :	Environmental and Commercial Services
SECTION :	Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO	Roads Maintenance Manager	POST NO :	
GRADE :	11		

(2) JOB PURPOSE AND WAY OF WORKING

Head a section responsible for managing and maintaining assets within road maintenance activities with particular responsibility for financial management, programming, design, planning, procurement, asset management, health & safety and the day to day management of both, in-house and external contractor operations, so as to provide best value/efficiency.

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.

Provide a supporting role to the Roads Maintenance Manager with regard to health, safety and welfare responsibilities.

(3) MAJOR TASKS

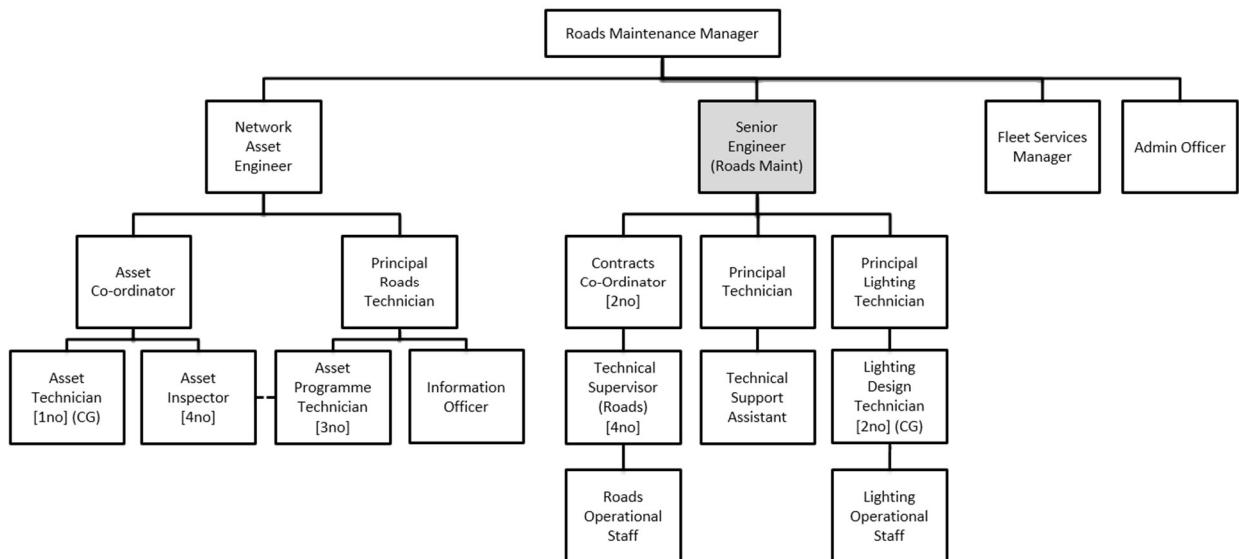
- 3.1 Managing and maintaining assets within road maintenance activities in a safe and serviceable condition.
- 3.2 Prepare, manage, monitor & deliver relevant parts of the annual Capital and Revenue Programme of road maintenance.
- 3.3 Manage the design, procurement, supervision and financial control of Roads Maintenance activities in accordance with council policy and relevant legislation.
- 3.4 Manage the estimating, tendering, construction and financial control of the in-house/external contractor/s in relation to roads maintenance activities including private party works.
- 3.5 Ensure effective systems and procedures are in place to deliver on the requirements outlined within the Street Works Act and associated codes of practice.
- 3.6 Management of health and safety including ensuring compliance of the Service's work with the CDM Regulations and other legislation
- 3.7 Asset management support of relevant asset groups including contributing to the development, monitoring and improvement of the Roads Asset Management Plan and related processes.
- 3.8 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.
- 3.9 Represent the Council on various national bodies, liaison groups, working parties.

(3) MAJOR TASKS

- 3.10 Manage staff resources and allocation of work, & liaising and negotiating with trade unions
- 3.11 Management of staff training, development and appraisal.
- 3.12 Implement absence management and disciplinary procedures
- 3.13 Contribute to the process of dealing with insurance claims and civil/criminal action against the Council.
- 3.14 Keep up to date with to new legislation, equipment, processes and changes to operational policies and procedures.
- 3.15 Implement and contribute to developing the Direct Services Quality Management System.
- 3.16 Prepare & deliver presentations/reports and provide general advice for the Roads Maintenance Manager, other Council sections, Councillors and others on roads maintenance matters.
- 3.17 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 Manage the identification of, and appropriate action to deal with all related hazards.

5.2 Prepare, manage and monitor relevant parts of the annual Capital and Revenue Programme of roads maintenance.

5.2.1 Contribute to preparation of the annual Revenue and Capital Programme of Roads Maintenance.

5.2.2 Manage and monitor the roads maintenance revenue and capital budgets and report progress as required.

5.3 Manage the design, procurement, supervision and financial control of roads maintenance activities in accordance with council policy and relevant legislation.

5.3.1 Manage the design, preparation and procurement of roads maintenance projects.

5.3.2 Manage the supervision, measurement and certification of payments to contractors for roads maintenance activities.

5.3.3 Act as project engineer for allocated roads maintenance projects.

5.3.4 Liaise with stakeholders e.g. utilities, police, members, public and other Council departments.

5.4 Manage the estimating, tendering, construction and financial control of the in-house/external contractor/s in relation to roads maintenance activities including private party works

5.4.1 Manage the estimating and tendering of in-house contractor activities, including preparation and evaluation of sub contracts where necessary.

5.4.2 Manage the programming and construction of in-house contractor activities, including source of materials and equipment as required.

5.4.3 Manage the financial control of in-house contractor activities, including agreement of measurement and valuation with client and sub-contractors and certification of all invoices for goods and services.

5.4.4 Manage the quality management procedures of the roads maintenance section.

5.4.5 Monitor the expenditure on work against income and assist in the preparation of monthly profit and loss accounts.

5.4.6 Manage the process of bench marking and performance monitoring to ensure an efficient, effective service.

5.4.7 Effective management of fleet resource.

5.4.8 Provision of engineering advice related to service area.

(5) DUTIES TYPICALLY INCLUDE

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

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

5.6 Management of health and safety including ensuring compliance of the Service's work with the CDM Regulations and other legislation.

5.6.1 Contribute to the development, implementation and monitoring of Departmental health and safety policies and procedures.

5.6.2 Ensure that all operations under direct control of the Senior Engineer (Roads Maintenance) are carried out in accordance with health and safety legislation, regulations, policies and procedures.

5.6.3 Various responsible for Designer and Principal Contractor roles in accordance with the Construction (Design and Management) Regulations.

5.6.4 Investigate accidents involving personal injury and or damage to property and report as required.

5.6.5 Provide a supporting role to the Roads Maintenance Manager with regard to health, safety and welfare responsibilities.

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

5.7.1 Contribute to the development and implementation of the asset management plan.

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.

5.8 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.

5.8.1 Manage dealing with and response of service requests/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.

5.8.2 Provide a high standard of customer care in all respects to all users of the service.

5.8.3 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.

5.8.4 Improve communication within the service to ensure that colleagues and customers are kept informed of the programming and progression of all contract works.

5.8.5 Attend Community Council and public meetings as required.

(5) DUTIES TYPICALLY INCLUDE

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

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

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

5.10.1 Member of the Roads Maintenance Management Team.

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

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

5.10.4 Ensure effective distribution of staff resource within Roads Maintenance.

5.10.5 Hold regular team meetings/briefs with staff.

5.11 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.

5.12 Implement absence management and disciplinary procedures.

5.12.1 Implement Council Health and Work Policy as required.

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

5.13 Contribute to the process of dealing with Insurance claims and Civil/Criminal action against the Council.

5.13.1 Investigate claims and prepare reports for insurers and legal representatives.

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

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

5.14.2 Evaluate new developments and technology.

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

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

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

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

5.15.1 Develop and update the QMS in accordance with sector scheme requirements.

5.15.2 Ensure procedures are implemented and conformed to.

(5) DUTIES TYPICALLY INCLUDE

5.15.3 Manage the internal and external audit process.

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

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

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

5.17.1 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: Senior Engineer (Roads Maintenance)

Department: Environmental and Commercial Services

Date Specification Completed: February 2021

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 undertaking Roads Maintenance/Street Lighting operations.
(2) Education & qualifications*	BSc/HND 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/excel/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. Ability to work accurately paying attention to detail.	
(4) Skills/abilities specific to post*	Full driving licence 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.	
(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