

MORAY COUNCIL JOB DESCRIPTION

(1) JOB IDENTITY

POST TITLE :	Contract Co-Ordinator	DEPARTMENT :	Environmental Services
SECTION :	Direct Services - Roads Maintenance	LOCATION :	Keith depot, Keith/Ashgrove Road, Elgin
REPORT TO :	Senior Engineer	POST NO :	
GRADE :	9		

(2) JOB PURPOSE AND WAY OF WORKING

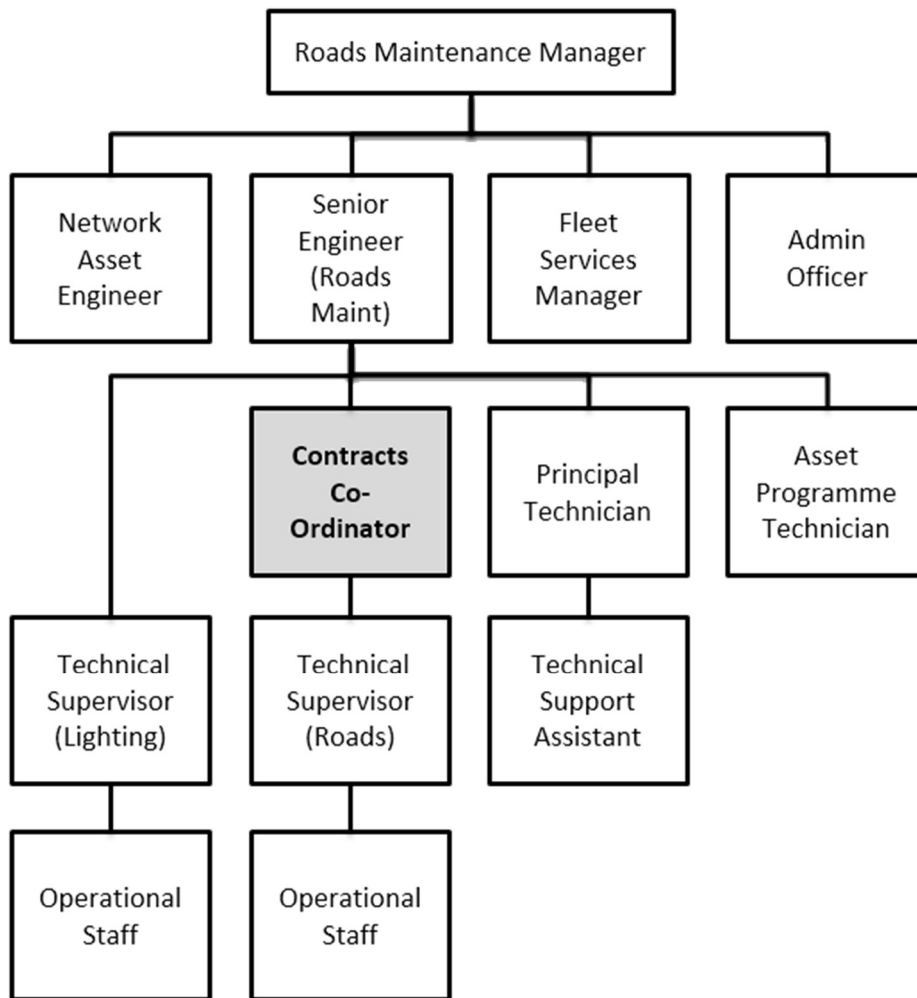
Lead the in-house contractor to deliver planned, cyclical and routine roads maintenance, winter maintenance, other construction works, and provide front line response to emergencies in a safe and efficient manner with particular responsibility for estimating and tendering, procurement of sufficient resources, planning, health and safety, achieving profit targets and the day to day management of in-house and sub- contractor operations, so as to provide best value.

(3) MAJOR TASKS

- 3.1** Manage the estimating, tendering, construction and financial control of the in-house contractor activities including private party works.
- 3.2** Management of Health and Safety including undertaking the CDM contractor's role.
- 3.3** Deal with service enquiries and complaints.
- 3.4** Manage staff resources and allocation of work.
- 3.5** Management of staff training, development and appraisal.
- 3.6** Implement absence management and disciplinary procedures
- 3.7** Deal with relevant insurance claims against the Council.
- 3.8** Keep up to date with new legislation, equipment, processes and changes to operational policies and procedures.
- 3.9** Implement and contribute to developing the Direct Services Quality Management System.
- 3.10** Prepare reports and general advice for the Roads Maintenance Manager, other council sections, Councillors and others.
- 3.11** Contribute to managing, implement, monitor and review the winter maintenance service and emergency service in accordance with operational plans and procedures.
- 3.12** Participate in the provision of the winter maintenance service and emergency service in accordance with operational plans of procedures.

(4) REPORTING RELATIONSHIPS

This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

5.1 Manage the estimating, tendering, construction and financial control of the in-house contractor activities including Private Party works

- 5.1.1 Manage the in-house contractor estimating and tendering activities, including preparation and evaluation of sub contracts where necessary.
- 5.1.2 Manage the programming and construction of in-house contractor activities, including sourcing materials and equipment as required.
- 5.1.3 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.
- 5.1.4 Manage the quality management procedures of the roads maintenance section.
- 5.1.5 Monitor the expenditure on work against income and assist in the preparation of monthly profit and loss accounts.
- 5.1.6 Manage the process of bench marking and performance monitoring to ensure an efficient effective service.
- 5.1.7 Effective management of labour, plant and material resources.

5.2 Management of Health and Safety including undertaking the CDM Contractor's role

- 5.2.1 Contribute to the development of departmental health and safety policies and procedures.
- 5.2.2 Implement and monitor Departmental health and safety policies and procedures.

(5) DUTIES TYPICALLY INCLUDE

5.2.3 Ensure that all operations under the control of the Contracts Co-ordinator are carried out in accordance with health and safety legislation, regulations, policies and procedures.

5.2.4 Responsible for Principal Contractor roles within the CDM Regulations.

5.2.5 Investigate and/or review near miss and accident reports arising from areas under the control of the Area Engineer (East) and report as required.

5.3 Deal with service enquiries and complaints

5.3.1 Deal with complaints from members of the public, elected members and/or other outside bodies relating to Roads Maintenance issues. Provide a high standard of customer care in all respects to all users of the service.

5.4 Manage staff resources and allocation of work

5.4.1 Member of the Roads Maintenance Management Team.

5.4.2 Participate in recruitment, selection and appointment of staff in conformance with Council Policy.

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

5.4.4 Ensure effective distribution of staff resource within Roads Maintenance.

5.5 Management of staff training, development and appraisal

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

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

5.5.3 Support the development and implementation of vocational qualifications.

5.6 Implement absence management and disciplinary procedures

5.6.1 Implement Council Health and Work Policy as required.

5.6.2 Deal with disciplinary and grievance matters in line with Council Policy.

5.7 Deal with relevant insurance claims against the Council

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

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

5.8.1 Ensure that new legislation relating to Roads Maintenance matters is implemented.

5.8.2 Evaluate new developments and technology.

5.9 Implement and contribute to developing the Direct Services Quality Management System

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

5.9.2 Ensure procedures are implemented and conformed to.

5.10 Prepare reports and general advice for the Roads Maintenance Manager, other council sections, Councillors and others

5.10.1 Research and prepare reports and general advice as required.

5.11 Contribute to managing, implement, monitor and review the winter maintenance service and emergency service in accordance with operational plans and procedures.

5.11.1 Direct the Roads Maintenance local response to emergencies.

(5) DUTIES TYPICALLY INCLUDE

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

5.12.1 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: Contracts Co-Ordinator

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 experience of roads maintenance management and construction, including estimating/tendering. Demonstrable experience of implementing Health and Safety policies and procedures.	Experience of supervising a sizeable workforce undertaking Roads Maintenance operations. Local government experience. Wider contract administration experience, Regulations, QMS. Knowledge of Roads and Public Utility Legislation.
(2) Education & qualifications*	HND Qualification in Civil Engineering or equivalent qualification or comprehensive relevant experience in a supervisory role.	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)	Excellent oral and written communication skills. Ability to work, on own initiative, to a strict timetable to meet deadlines Computer literate and possess basic computing skills	Good negotiating skills.
(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	Ability to work under pressure when dealing with emergencies and with unplanned and ever changing work priorities. Experience of managing staff absences, managing discipline and handling grievances.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	requirements of the Service. Due to the rural nature of Moray this is normally undertaken by use of a car. Familiar with general purpose software packages. Ability to identify and manage resources. An ability to identify problems explore different options and recommend appropriate solutions Current knowledge of work practices relating to a wide range of Roads Maintenance activities. Proven ability to manage a team with limited supervision. Demonstrative ability to organise resources effectively.	Familiar with Microsoft systems/ Highway related IT systems.
(5) Inter-personal & social skills	Flexible and adaptable. Team player. Well organised, helpful and able to show initiative. Ability to communicate successfully with a wide range of contacts. Ability to motivate team and delegate appropriately Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development techniques to develop and train staff.	Drive, enthusiasm and willingness to adopt to new ideas. Able to work on own initiative, innovative.
(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