

JOB DESCRIPTION

Job Title: Highways Maintenance Engineer
Directorate & Section/Unit: E & I, Highways Maintenance
Reporting to: Principal Highways Maintenance Engineer
Management responsibility for (Level 1 Manager and above):
Supervisory responsibility for (Level 1 Supervisor): Apprentices and temporary staff.

Please do not change the following information unless a grading or DMA review has been undertaken.

Salary Grade:	PO1
WCC Management Level:	Supervisor Level 1
Number of Direct Reports:	0

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To design highways maintenance works and major highway schemes, selecting cost effective materials for efficient delivery of programmes of work. Determine methods of work to be employed ensuring health and safety compliance, supervision of works on site making real-time decisions.
- To take a leading role in the programming and planning of works in conjunction with the term service contractor works programme.
- To guide and mentor senior technicians and technicians to develop their expertise in highways maintenance work. Supervision of apprentices and temporary staff.
- To monitor and maintain major budget expenditure within the defined allocation.
- To be responsible for checking and agreeing payments for major highway schemes (generally up to £250k in value).
- To develop and maintain effective partnership relationships with contractors and district offices.

- To assist with the management of severe weather/emergency events and day to day operational issues.

Main Activities & Responsibilities:

- Responsibility for designing, determining and scoping materials to be used for maintenance schemes ensuring cost effective and suitable treatments. In liaison and discussion with the Highways Maintenance Service Contractor agree the methods of work to be employed in conjunction with programmes of work.
- Delivery/supervision of major highway schemes making real-time decisions on material and design changes, health and safety issues and timing of works.
- Assist the Principal Engineer with service delivery for the Design and Build or Local Works area team, including prioritisation of work.
- To be responsible for supervising junior technicians.
- Investigate, assess and design cost effective highways maintenance treatments based on asset management and third party recommendations.
- To provide guidance and technical advice for senior managers, engineers, technicians, other County Council divisions and emergency services.
- To design, agree, and deliver planned maintenance works with the preparation of draft orders and target prices in line with the contractors plan.
- Check and evaluate schemes designed by others for compliance with standards, specification, policies etc and recommend suitable options.
- To oversee checking of payments and the appropriate administrative procedures for highways maintenance schemes.
- To ensure the timely production of Draft Works Orders and associated documents to allow the most cost effective methods in conjunction with programmes of work.
- To prepare works orders/instructions for ad hoc and emergency maintenance works.

- To ensure prompt investigation of complaints from the general public and other sources, including meeting members, general public, police etc.
- Assist with the management of severe weather events, taking a lead role in co-ordination.
- To advise and instruct contractors and other divisions as appropriate on construction methods and health and safety issues for the build of highways maintenance schemes.
- Monitor and control scheme expenditure to ensure allocated budget targets are achieved.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff.

External: District & County Councils, Health Care Professionals, Police, Fire, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, clients, customers, members of the public, volunteers.

Additional Information:

- The Equality The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

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