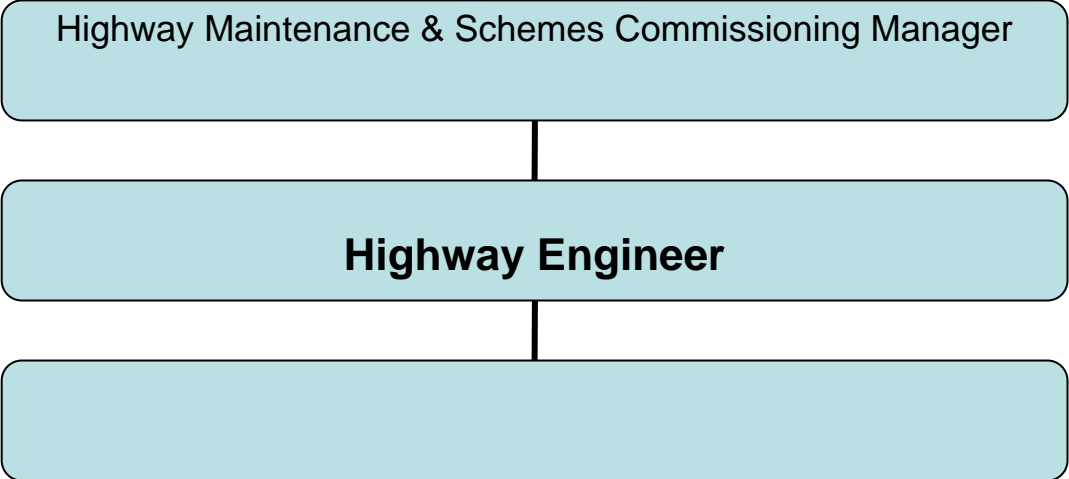


Job Description

Department:	Growth and Regeneration
Division/Section:	Peterborough Highway Services
Job Title:	Highway Engineer
Post No:	010444
Grade:	9
Reports to:	Highway Maintenance & Commissioning Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Highway Maintenance & Schemes Commissioning Manager] --- B[Highway Engineer] B --- C[] </pre>
DBS Check applicable?	Regulated <input type="checkbox"/> Controlled <input type="checkbox"/> Neither <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Budget	Monitor expenditure up to £1.5M
Line Management	No. of direct reports: 0

responsibility for:	NB: This role will have responsibility for allocating and checking the work of Skanska staff against the Peterborough Highway Services contract.
Job Purpose:	<ol style="list-style-type: none"> 1. To assist the Highway Maintenance & Schemes Commissioning Manager, to ensure that Peterborough Highway Services manage the highway maintenance service and all schemes with a view to continuous improvement, while sustaining a positive relationship with all stakeholders. 2. To assist the Highway Maintenance & Schemes Commissioning Manager, to ensure that Peterborough Highway Services are managed in accordance with the contract and relevant national legislation, agreed standards and the Council's standing orders, providing excellent customer service. 3. To assist with the design, implementation and approval of varied schemes required to deliver the Highway Maintenance and Local Transport Plan (LTP) and provide input into other programme areas as required.

Main Duties and Responsibilities:

- 1 To assist the Highway Maintenance & Schemes Commissioning Manager to ensure Peterborough Highway Services (PHS) manage and develop a full range of schemes within the Highway Maintenance and LTP Capital Programme including local safety and traffic management schemes, signalised junctions and public transport infrastructure.
- 2 To assist the Highway Maintenance & Schemes Commissioning Manager to ensure that PHS deliver all works and schemes in accordance with the contract, whilst promoting continuous improvement of the PHS contract, while sustaining a positive relationship with all stakeholders.
- 3 To assist the Highway Maintenance & Schemes Commissioning Manager in contract management.
- 4 To assist the service manager of PHS in the requirements of NEC3 contract, including target cost monitoring and approvals.
- 5 To project manage a full range of schemes, ensuring PHS, frameworks and other procurement methods are delivered in accordance with their contract.
- 6 To provide project management skills following Prince2 for projects within the Growth and Regeneration Directorate.
- 7 To assist the Highway Maintenance & Schemes Commissioning Manager in the development of forward works programmes are produced and managed for all disciplines.
- 8 To assist the Highway Maintenance & Schemes Commissioning Manager in developing and continually updating the Highway Asset Management Plan for highway maintenance services and maintain/develop a Highway Maintenance Plan for the Council.
- 9 To assist the Highway Maintenance & Schemes Commissioning Manager in the regular updating of the highway emergency procedures manual, including any supporting documents and a continual 24/7 out of hour's emergency call out service is maintained.

- 10 To assist the Highway Maintenance & Schemes Commissioning Manager in the updating of the annual winter service/weather plan is produced including a co-ordinated approach with adjacent authorities and distributed to all key stack holders as a controlled document.
- 11 To undertake development, consultation, design, implementation and post implementation monitoring of schemes. To actively support the delivery of Peterborough Highway Services work programmes across the City and to liaise, as needed, with key stakeholders to facilitate the implementation of the highways strategy across the City.
- 12 To assist the Highway Maintenance & Schemes Commissioning Manager to ensure that all necessary Peterborough Highway Services highway maintenance and all scheme data is available to Council Members and officers, as required, to ensure a corporate approach to the delivery of the highway service.
- 13 To assist in the process of scheme identification and assessment.
- 14 To assist the Highway Maintenance & Schemes Commissioning Manager to monitor the service area as delivered by the partners throughout the duration of the contract.
- 15 To develop and use project management skills within the team and/or in conjunction with other colleagues. Using project management tools and techniques in the supervision of contractors and consultants.
- 16 To ensure that work is of a quality and standard commensurate with the requirements of the Council and that proper remedial action is carried out as required.
- 17 To assist in developing innovative methods of procurement, consultation and other techniques in furtherance of improved programmed delivery.
- 18 To prepare appropriate reports to Committees and Programme Boards.
- 19 To ensure that designs are developed in accordance with the Construction Design and Management Regulations (2007) and that the relevant risk assessments are completed.
- 20 To ensure that the designs are accurate in accordance with the relevant design guides, technically correct and that safety audit procedure are recorded and adhered to.
- 21 To assist in procuring, preparation, issue and evaluation of Civil Engineering contracts in accordance with Standing Orders, keeping abreast of new techniques and procurements such as partnering contracts, demonstrating Best Value and Best Practice.
- 22 To develop and improve existing procedures and working methods within the framework of continuance improvements and Best Value.
- 23 To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- 24 To act as a media contact for the Council and, where applicable, on behalf of PHS, as appropriate. To positively represent the highway service profile of the City.
- 25 To proactively participate in the development and delivery of Service/Departmental priorities and initiatives, promoting cross service working and a strong team spirit.
- 26 Attend if required highway emergencies, including participating in any out of hours duty rota where necessary to ensure the safety of highways users.

- 27 In accordance with Council policies, deal promptly with communications received.
- 28 To comply with all Health & Safety at work requirements as laid down by the employer.
- 29 To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- 30 To ensure that Peterborough Highway Services, and other partners, operate in accordance with the Council policies and procedures outlined below.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:	20 th January 2014	COMPLETED BY:	Andy Tatt – Peterborough Highway Services Group Manager
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