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| Service and job specific context statement | |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Highways and Transportation |
| **Post title:** | Project Engineer |
| **Grade:** | H-K (career graded) |
| **Responsible to:** | Improvement Manager |
| **Staff managed:** | None |
| **Date of issue:** | January 2012 |
| **Job family:** | **P&T - Professional & Technical** |

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| Job context |
| The Highway Operations Unit is responsible for the implementation of highway improvement and maintenance schemes, routine highway maintenance activities, delivery of the winter maintenance service, local network management and liaison with the public at a local level.   * Maintenance and improvement scheme design and implementation * Customer liaison and response at a local level * Street works inspection and co-ordination * Local highways development control * Traffic management including TRO’s * Highway maintenance * Highway inspections * Winter maintenance service * Emergency response * Enforcement of highways legislation * Evening and Weekend working may sometimes be required. * Travel to various rural locations independently |
| Career progression |
| The following sets out how the post holder will advance through the career grade to achieve the Grade K remuneration. The post holder will be given the required developmental support to progress through the career levels.  Progress will be determined through a review undertaken by the Highways Operations Line Management once key qualifications have been attained.  Grade H   * The post holder will have achieved a minimum of NVQ Level 2 Literacy/Numeracy or equivalent. * The post holder will be working towards completion of the National Certificate / ONC / OND or equivalent in civil engineering or an appropriately related subject and have little highways related knowledge and experience. * The post holder will have achieved the National Certificate / ONC or equivalent in civil engineering or an appropriately related subject, and have little highways related knowledge and experience. * The post holder will have highway related knowledge and experience and be committed to undertaking the National Certificate / ONC or equivalent in civil engineering. Enrolment will need to take place at the earliest opportunity after appointment. * The post holder will undertake the duties set out in the Grade H job description.   Grade I   * The post holder will have achieved National Certificate / ONC / OND or equivalent in civil engineering or an appropriate related subject * The post holder will be working towards completion of the Higher National Certificate / HNC HND or equivalent in civil engineering or an appropriately related subject, and have highways related knowledge and experience. * The post holder will have achieved the Higher National Certificate / HNC / HND or equivalent in Civil Engineering or an appropriately related subject, and have little highways related knowledge and experience. * The post holder will have more extensive highway related knowledge and experience and be committed to undertaking the Higher National Certificate / HNC or equivalent in civil engineering. Enrolment will need to take place at the earliest opportunity after appointment. * The post holder will undertake the duties set out in the Grade I job description.   Grade K   * The post holder will have achieved Higher National Certificate / HNC / HND or equivalent in civil engineering or an appropriate related subject and have significant highways related knowledge and experience.   The post holder will undertake the duties set out in the Grade K job description. |

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| **Structure** |

Contractors, Members & Parish Councillors

Project Engineers

(Grade H I K)

Area Manager

Highways Area Office Team

Improvement Manager

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| Job Description | |
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| Job purpose | The core focus of this job is to provide engineering support to the Area Manager/Maintenance Manager/Improvement Manager in managing, maintaining and improving the highway network in the Area. |
| Operational management | * Contribute to the delivery of effective highway works through target setting and monitoring, performance appraisal and development and training. * Assist in promoting and developing the Business Unit’s contribution to the County Council’s corporate objectives. * Assist in identifying highway works and prepare programmes of works. * Ensure the effective ordering and implementation of highways works. * Assist in the design, consultation, supervision and measurement of those schemes delegated to the Area and checking/processing of invoices. * Assist in the organising, preparation and implement permanent and temporary Traffic Regulation Orders; * Assist in the assessment of the transport / highways aspects of planning applications and prepare Highway Authority responses on planning applications; * Ensure development proposals comply with the County Council’s standards and specifications; * Assist in the supervision of the highway aspects of development proposals including new housing and industrial estate roads and Section 278 works in the existing highway.   At Grade I   * Ensure delivery of effective highway works through target setting and monitoring, performance appraisal and development and training. * Actively promote and develop the Business Unit’s contribution to the County Council’s corporate objectives. * Identify highway works and prepare programmes of works. * Ensure the effective ordering and implementation of highways works. * Manage the design, consultation, supervision and measurement of those schemes delegated to the Area and checking/processing of invoices. * Organise, prepare and implement permanent and temporary Traffic Regulation Orders; * Assess the transport / highways aspects of planning applications and prepare Highway Authority responses on planning applications; * Ensure development proposals comply with the County Council’s standards and specifications; * Assist in the supervision of the highway aspects of development proposals including new housing and industrial estate roads and Section278 works in the existing highway.   At Grade K   * Ensure delivery of effective highway works through target setting and monitoring, performance appraisal and development and training. * Actively promote and develop the Business Unit’s contribution to the County Council’s corporate objectives. * Identify highway works and prepare programmes of works. * Prepare design briefs for consultants in consultation with Senior Managers. * Ensure the effective ordering and implementation of highways works. * Manage the design, consultation, supervision and measurement of those schemes delegated to the Area and checking/processing of invoices. * Organise, prepare and implement permanent and temporary Traffic Regulation Orders; * Carry out site investigations and reports following fatal road traffic accidents; * Assess the transport / highways aspects of planning applications and prepare Highway Authority responses on planning applications; * Ensure development proposals comply with the County Council’s standards and specifications; * Assist in the supervision of the highway aspects of development proposals including new housing and industrial estate roads and Section278 works in the existing highway. |
| Communications | * Liaison with Contractors, colleagues, members and other stakeholders in all aspects of works undertaken within the highway. * Reply directly to correspondence received by the Area Office.   At Grade I – all the above, plus   * Assist in the preparation of Committee Reports.   At Grade K – all the above, plus   * Represent the County Council as required, at meetings with the public and with representatives from the Parish Councils. |
| Partnership / Corporate Working | * Liaison with County Councillors, District Councils and Councillors, Parish Councils and Councillors, the Police, other statutory organisations, other representative bodies and members of the public on matters related to highway operations and to attend meetings as required |
| Resource Management | * Effectively manage resources. * To process general transactions, liaising with the Contractor and Line Manager as required.   At Grade K   * Effectively manage resources. * Manage the budget of schemes specifically delegated, liaising with the Contractor and Line Manager as required. |
| Systems and information | * The post holder is required to undertake duties that require the use of Word, Excel, E-mail, PowerPoint and CAD. * Utilise and assist in the development and implementation of administrative and information systems * Order works and approve costs using the Symology System. * Maintain records as required. |

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| Person Specification | |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge  Grade H and I   * An understanding of legislation, techniques and practices associated with highways * An understanding of Planning procedures and relevant legislation   At Grade K   * Legislation, techniques and practices associated with highways * Planning procedures and relevant legislation | Grade H and I   * Working knowledge of Computer Aided Design (CAD)   Grade K   * Working knowledge of Computer Aided Design (CAD) * Winter Maintenance |
| Experience  Grade H   * Experience in a highways or highway related role   Grade I   * Experience in delivering highway related projects * Experience of the procurement of highway related works * Experience in contract supervision   Grade K   * Post qualification experience in Highways * Experience of the procurement of highway related works * Experience in contract supervision | Grade H and I   * Assisting with budgetary control * Scheme identification * Experience of the procurement of highway related works * Experience in contract supervision   Grade K   * Assisting with budgetary control * Scheme identification * Experience of the co-ordination of works of consultants and contractors * Representing the Authority at public meetings |
| Occupational Skills   * Analytical Skills   Critically analyses diverse information presented in a variety of formats   * Contract Management Skills   Able to effectively support the management of contracts to ensure the service delivered complies with those contracts.   * Decision Making Skills   Makes decisions which influence a range of actions, projects and / or people.   * Financial / Budget Management Skills   Processes and / or monitors the use of financial information.   * Persuading, Influencing and Negotiation Skills   Uses a range of techniques to successfully persuade, influence and/or negotiate with others in a range of situations.   * Problem Solving Skills   Uses creativity and innovation to generate solutions for difficult issues. Identifies possible causes of problems and implements solutions to minimise future occurrence.   * Project Working Skills   Takes responsibility for specific aspects of a project.   * Resilience   Manages pressure effectively and copes well with setbacks.   * Written Communication Skills   Communicate effectively in writing to produce documents in a range of formats and styles to suit a range of audiences.   * Risk Management Skills   Able to conduct informal risk assessments within area of responsibility   * ICT Skills   Intermediate ICT Skills in the use of AutoCAD and Microsoft Packages. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role  Grade H   * A minimum of five GCSEs or equivalent, including Mathematics and English * Working towards completion of the National Certificate / ONC / OND or equivalent in civil engineering or an appropriately related subject. * Prepared to enrol at the earliest opportunity to undertake the National Certificate / ONC or equivalent in civil engineering.   Grade I   * A BTEC National Certificate / ONC / OND or equivalent in civil engineering or an appropriately related subject. * Working towards completion of the Higher National Certificate / HNC / HND or equivalent in civil engineering or an appropriately related subject. * Prepared to enrol at the earliest opportunity to undertake the Higher National Certificate / HNC / HND or equivalent in civil engineering.   Grade K   * HNC/HND in an appropriate technical discipline or similar appropriate qualification | Grade H   * A National Certificate / ONC / OND or equivalent in civil engineering   Grade I   * A Higher National Certificate / HNC / HND or equivalent in civil engineering   Grade K   * Associated Membership of relevant institution. |
| Other Requirements   * Ability to travel across the County |  |
| Behaviours | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.