

# Job Description

## For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Network Coordinator	JEID	EN001B
Salary Grade:	Grade I		
Team:	Network Management		
Service Area:	Transport & Highways		
Primary Location:	Budbrooke Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Network Manager		
Responsible for:	Nil		

#### Role Purpose

Carrying out the County's co-ordination & Network Management duty on the Warwickshire highway by assessing and processing Permits set out under regulations and conditions from NRSWA and TMA and enforced through the WaSP Permit scheme.

As a Highway Authority, Warwickshire County Council (WCC) has responsibility for co-ordinating all works on the highway network of Warwickshire. Both WCC and undertakers are required to give notice to each other of their intended works. This process is aimed at assessing the impact on any works to minimise disruption to traffic networks and any foreseeable inconvenience which could be caused to street/road users.

WCC carries out these duties under the New Roads & Street Works Act (NRSWA) / Traffic Management Act (TMA) 2004 taking action to ensure compliance by all works promoters

All works promoters are required to apply for a permit from the highway authority and WCC issues these through the the joint permit scheme West and Shires Permit scheme (WaSP)

WCC is required to maintain a register of works and communicate with any other adjoining authority who may be affected, emergency services, police and organisations catering for disabled groups.

Co-ordination is maintained by regular meetings of affected parties. These groups are set up by regional Highway Authority and Utility Committees (HAUC's).

To be aware of and recognise appropriate legislation in order to protect one of Warwickshire Councils major assets, its highway network

## **Role Responsibilities**

Monitor and examine all Traffic Management Act (TMA) Public utility and Highway Authority permits sent to the Network Team electronically via the EtoN Exor system (Street Works register) in order to coordinate streetworks throughout the County. This involves a detailed examination of all the permits received to establish if they are TMA compliant in relation to the type of permit submitted either for minor works, standard works or major works. Then to establish if there are any conflicts with other works being carried out on the road, or if the road is subject to any particular restrictions such as a traffic sensitive road. If any conflicts or restrictions are found then an electronic instruction is sent to the Utility or WCC department directing them accordingly.

Aid and support the Network Manager to manage and administrate the Street Works system and associated systems.

Find, recognise and record utilities for unreasonably prolonged occupation of the highway for past and potential Section 74 income to be passed to the Compliance & Enforcement Team Leader for action.

Implement and enforce regulations set out in the TMA e.g. covering the implementation of Sec 74 charges and Fixed Penalty Notice fines - utility and contractors notice offences

Ensure WCC income from New Road and Street Works (NRSWA) related activities are attainable.

Assist in the implementation of system upgrades including the introduction and implementation of new systems to deal with TMA requirements and the changing role of the group, most of which are legislatively driven and timely.

Work with IT to investigate operational problems along with regular testing and implementation of upgrades, patches etc. to the software. To be the primary system administrator for local IT systems including end user training and support and reporting

Liaise and support other departments/divisions/district offices/neighbouring County Councils and utilities on system and street works issues on a daily basis.

Control co-ordination processes. Co-ordinate WCC /Districts/neighbouring Highway Authorities and utility activities on the highway and attend quarterly co-ordination meetings.

Inspect highway excavations/sites as and when required. Use knowledge and judgment on site as to whether regulations set out in the appropriate Codes of Practice are being adhered to. These inspections have to be carried out in a timely manner so have to be done whatever the weather and on occasion these visits are met with resentment from contractors working on site.

To ensure compliance with all relevant primary legislation and codes of practice

To ensure that health, safety and welfare legislation is complied with at all times

## Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

### Generic Role Details

Job Role:	Engineer – Level 1B
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### Main Tasks

- To be responsible for delivery of complex work projects, undertaking straightforward studies, investigations, inspections, assessments, audits and considering applications and claims, including the interpretation and application of technical and planning standards and legal requirements, provision of briefing notes / technical reports as necessary and to assist with the supervision of contractors and consultants undertaking routine or regulated work.
- To assist with the supervision of contracts and consultant commissions and support the development and supervision of a range of transport/ engineering schemes and projects, providing technical support / information including assessing construction risk and safety implication of proposals, completing CDM documents, issuing prequalification questionnaires to contractors and issuing works instructions.
- To undertake routine monitoring of costs and budgets for transport projects or engineering works or other procured services, or carry out activities required that support income generation.
- development of projects including engagement with stakeholders, commissioning studies and/or technical investigations, through to determination of proposals and commissioning design which ensuring compliance with local, regional and national guidance
- To undertake monitoring, maintenance, support and responsive activities across all disciplines, prioritising and arranging remedial actions as necessary *e.g.*
- addressing traffic management problems
- assessing the condition and safety of the highway
- dealing with street lighting works etc
- undertaking general bridge or site inspections
- To undertake a wide range of engineering or transport planning processes and procedures requiring checking, analysis, interpretation of information and interaction with stakeholders as necessary, including issuing of routine statutory notices and work required to support legal processes *e.g.*
- traffic Regulation Orders
- section 38 / 106 and 278 Agreements and other planning related matters
- highway licenses and 'stopping up' notices
- to implement and enforce any other relevant legislation

- To undertake day to day maintenance and updating of records, registers, inventories, plans and other information to ensure that information, databases and contacts are accurate and complete, including the investigation and resolving of queries as relevant.
- To carry out straightforward planning or design for transport projects or engineering works using CAD or mapping software to produce drawings and plans with due regard to design standards, policies and regulations.
- Attend meetings to deal with difficult issues, to provide information and advice and to obtain views of partners/ stakeholders and to provide support to more senior officers at meetings with elected Members, public and stakeholders, to undertake consultation, provide information and advice and answer routine technical and policy questions and assist senior officers with writing committee reports.
- To liaise with partner organisations other relevant parties to ensure effective working practices
- To deal with a range of difficult customer enquiries complaints and associated correspondence, including the provision of advice and carrying out investigations as necessary e.g. responding to highways insurance claims.
- To monitor progress in relation to the execution of work and to provide information for performance management reporting as required
- To ensure all work is delivered in accordance with required quality and safety standards including safe systems of work, risk assessments and the identification of on-site hazards and their control measures (CDM).

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Relevant degree or other qualification to NVQ Level 4 or a minimum of 3 years experience within a relevant specialist discipline	A/I
The ability to independently interpret and analyse varied and complex information or situations over the medium term.	A/I
Experience of working with customers, clients and partners	A/I
The ability to organise own workload and decide priorities.	A/I
Experience of working within budgets or financial management	A/I
The ability to persuade others to adopt a course of action which is not necessarily their preferred approach	A/I
The ability to communicate, in person and/or writing, complicated or sensitive information with varied audiences	A/I
Have experience of using ICT including relevant Engineering/Transport Planning systems e.g. CAD	A/I
To be able to use own initiative to respond independently to difficult problems and unexpected situations	A/I

The ability to work under pressure including meeting deadlines and dealing with interruptions	A/I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A/I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	A/I
The ability to co-ordinate a number of elements within a project plan.	A/I
Mobility essential. Ability to travel effectively throughout the County. Able-bodied applicants must be able to drive, have a driving licence and be a car owner. Disabled applicants should be able to perform the job with aid, where necessary.	A, D

### Desirable Criteria

Assessed By:

A basic Knowledge of the New Roads & Street Works Act 1991 & Traffic Management Act 2004	A/I
Knowledge of the County's Highway Network	A/I
Basic awareness of highway maintenance techniques and procedures	A/I
Able to demonstrate awareness of the risks and hazards of working in live traffic	A/I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ Provision of personal care on a regular basis ☐ Driving HGV or LGV for work

<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	X Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
X Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	X Working with challenging behaviours
X Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
X Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	X Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	