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:	Senior Engineering Technician	JEID	EN002
Salary Grade:	Grade J		
Team:	Policy, Project & Assurance Team		
Service Area:	County Highways		
Primary Location:	Countywide		
Political Restriction	This position is not politically restricted.		
Responsible to:	Delivery Service Manager		
Responsible for:	County Highways Policy, Project & Assurance		

Role Purpose

To effectively provide technical support to County Highways, from a policy perspective, on; winter services, highway policy, strategy and project work, health and safety, environmental strategy, procurement, highway depots, the financial and contractual requirements that County Highways are required to fulfil and service and compliance obligations for the provision of highway services. Ensureing that the service operates efficiently, safely and all risks and issues are controlled.

Where required deal directly with elected Members, local and national politicians, senior managers, Government Departments and other national and regional departments or agencies on behalf of County Highways

Role Responsibilities

Provide technical advice to senior managers, elected Members, customers, stakeholders and other service contacts on the technical and specialist aspects of all County Highways services. Acting as a first point of contact in relation to County Highways policies, procedures and national standards/requirements.

Represent the Authority at national and regional Steering Groups as required. Taking an active role on bodies such as the Midlands Service Improvement Group (MSIG), West Midlands Highways

Alliance and National Roads Winter Research Group (NSRWG) to assist in development of good practices and best value services.

Manage customer enquiries and their expectations, relating to the County Highways service, by ensuring they are correctly informed and updated.

Utilise management tools and techniques to ensure the effective use of asset information for asset management and reporting.

Support the identification of funding oppertunities and the writing and management of funding bids and tenders.

Support the management of commuted sums, from a County Highways perspective.

Support the review of commercial opportunities for County Highways, such as sponsorship and advertising (working with external companies and stakeholders as necessary).

Support and provide technical advice on the work County Highways are undertaking, in relation to the role out of EV charging in Warwickshire, from a highway maintenance perspective.

Support the creation and management of internal and external communications.

Support budget cost centre controls and the monitoring and commercial control of substantial operational and work programmes.

Act as a single point of contact for all highway data collection surveys for which County Highways respond to.

To undertake any other relevant and appropriate duties and responsibilities commensurate with the post
as required to ensure that the delivery service is run in a flexible and efficient manner.

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 2

Main Tasks

****Bold tasks indicate those that are specific to the role working within the Policy, Project Assurance Team****

- **To be responsible for the management and / or delivery of small to medium sized projects and programmes of work of moderate complexity as required by the service, including where relevant the planning, co-ordination and implementation of programmes of work, letting work packages to consultants and supervising their work with limited managerial support.**
- To directly support senior staff through the specification, development and management of works and/or projects in accordance with all relevant policies and/ or design and quality management standards including where relevant compiling scheme details, schedules, drawings, bills of quantities, tender documents and prepare contract documents, including fee and construction estimates as required.
- To provide technical and professional support to activities as required by the service e.g.:
  1. development of transport projects from initial conception of ideas, engagement with stakeholders, commissioning studies and/or technical investigations, identifying and acquiring funding, through to determination of proposals and commissioning detailed design using PRINCE2 project management methodology, and mapping software as appropriate
  2. identification of highway defects and appropriate remedial measures and the development of design solutions for inputting into works schedules
  3. supporting the supervision of winter maintenance and emergency response to incidents that occur throughout the year
  4. **undertaking feasibility studies for longer term programmes of work designed to maintain and improve the condition of the highway network**
  5. authorisation and co-ordination of temporary traffic signals, including multi-phase installations as required
  6. monitoring of street works in order to ensure compliance with NRSWA, including negotiations with utilities as required and ensuring that utility and private reinstatements comply with agreed specifications, instructing remedial action and issuing of defect notices where required
  7. consideration of technical reports submitted to support less complex planning applications and assessment of proposed development layouts in the interests of highway safety and in light of local, regional and national guidance
  8. negotiations with developers to secure financial contributions and required improvements to mitigate the impact of the development
  9. undertaking road adoption approvals to ensure compliance with relevant conditions guidelines and legislation, including preparing estimates of the cost of the proposed adoptable works and direct liaison with the prospective developer or their representative
  10. investigating traffic management problems requiring the cooperation of other teams/agencies and examining various options including cost implications and recommending solutions
  11. preparation of technical reports and complex engineering drawings using AutoCAD and providing engineering solutions to complex technical problems
- **To monitor and manage budgets for own projects and under supervision, take corrective action when expenditure diverges from budget and ensure compliance with relevant financial regulations.**
- **To deal with a range of routine and non complex verbal and written enquiries from elected members, district, town and parish councils, the press and the general public providing professional response and feedback in a timely manner.**

- To play a lead role in undertaking statutory and non statutory consultation with limited supervision, delivering presentations on complex matters to both internal and external customers as required and attending public meetings and with elected members and other stakeholders, with the support of more senior officer on more controversial issues.
- To manage and supervise from the earliest stages all planned projects and works to ensure that that they are 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).
- To monitor progress in relation to the execution of work and to provide information for performance management reporting as required, including the provision of monitoring reports to Committees and other bodies.
- To represent the County Council as a witness in external formal settings where evidence is required in association with contravention of relevant legislation.

****Bold tasks indicate those that are specific to the role working within the Policy, Project Assurance Team****

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 specialist discipline	A/I/D
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the long term	A/I
The ability to communicate complicated and contentious information with varied audiences in person and/or writing.	A/I
Have experience of using ICT including relevant Engineering/Transport Planning systems eg CAD	A/I
The ability to organise own workload and decide priorities.	A/I
The ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A/I
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	A/I
Experience of monitoring and managing project budgets	A/I
Experience of contributing to the development of Engineering/Transport Planning Policies and Procedures	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 use own initiative to respond independently to difficult problems and unexpected situations	A/I
Evidence of being a car owner and access to a car for work purposes Disabled applicants should be able to perform the job with aid where necessary	A/I/D

Desirable Criteria

	Assessed By:
A good understanding and relevant experience of the highway maintnenace sector and more sprcifically from a Policy perspective.	A/I
Good knowledge of all relevant highway legislation and statutory obligations applicable to highway matters including health and safety, CDM, design and maintenance standards; quality management procedures; and the term maintenance contract.	A/I
Customer focussed with a willingness to develop and maintain effective working relationships with a range of Clients and Warwickshire's Term Maintenance Contractor	A/I
Sector 12D Accreditation (Maintaining and removing temporary Traffic Management on rural and urban roads	A/I
Evidence of continuing professional development	A/I
	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

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