

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:	Project Engineer/Graduate Civil Engineer (Highways-S278)	JEID	EN001B
Salary Grade:	Grade I		
Team:	Highways -S278 Team		
Service Area:	Communities Directorate, Engineering Design Services		
Primary Location:	Shire Hall, Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Team Manager (Highways - S278)		
Responsible for:	N/A		

Role Purpose

Engineering Design Services (EDS) is a civil/structural/traffic engineering group working in the fields of highways, bridges, building structures, agricultural engineering and traffic control & information systems. We provide programme & project management, design, design review, procurement, construction and contract management and maintenance/asset management services to a variety of internal and external customers including developers. We are also engaged in some shared service provision with neighbouring local authorities.

The Highways-S278 Team is responsible for the technical review of new highway and highway improvements schemes often working with a range of engineering disciplines.

The Team comprises new and experienced engineers dedicated to project delivery at both the technical review and construction phase. Its aim is to improve safety, tackle congestion and enhance travel opportunities in the county. Projects include new link roads, junction improvements and cycle schemes.

The Team operates a matrix working system with engineers working on projects for different team managers.

The Project Engineer/Graduate Civil Engineer will undertake project tasks to support the operational

delivery of externally designed and funded highway projects.

As a Project Engineer/Graduate Civil Engineer at Warwickshire County Council, you will be assisting engineers with the delivery of projects ranging from small highway improvement schemes to multi-million-pound infrastructure projects.

Role Responsibilities

You will be responsible for undertaking a range of complex processes, in accordance with procedures and standards in order to ensure efficient and effective service delivery. The work will be varied and require you to be well organised, motivated and demonstrate a good attention to detail. The main role responsibilities include;

Technical review of new highways and junction improvement schemes.

To coordinate the design review/ input of other specialist teams.

Assist with the preparation and tendering of construction contracts.

To supervise the construction phase of highway projects.

Preparing presentations and collating data for managers to present to various stakeholders.

To comply with legislative health and safety, environmental protection, traffic management and flood risk requirements.

To assist with the administration of contracts, consultant commissions and developer agreements.

Ensure service requests are complete and accurate and collaborate with EDS Business & Capital Programme team to provide commercial data which is up-to-date and available to facilitate budget management and NEC contract stipulations.

Perform financial administrative tasks in accordance with contract standing orders and comply with the terms of the appropriate form of NEC contract used for that project in the capital programme.

Ensure that any complex and /or confidential data is accurately and securely maintained and retrieved within the team in a timely manner as required.

To deal with a range of enquiries from public, elected members, contractors and other stakeholders and ensure that the response is provided in a timely and professional manner.

To develop projects including engagement with stakeholders, development of risk and issue registers, development of project programmes, development of quality plans, records of meetings and actions and other project documentation.

To undertake monitoring, maintenance, support and actions for project and programme documentation. 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 ensure all work is delivered in accordance with required quality standards.

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.

To 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,D
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	
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

Desirable Criteria

Assessed By:

An ICE accredited Masters Degree in Civil Engineering or related subject	A
Experience working/interning in a design/site office in the Civil Engineering industry	A, I
Participation in any engineering related extra-curricular activities	A, I
Previous experience of engineering design CAD or modelling software	A, I
Demonstrate an awareness of major Civil Engineering projects in the UK	A, I
Demonstrate an awareness of sustainable development and how the industry can become more sustainable in the future.	A, I
Experience of managing project budgets, funding sources and using financial data	A, I

for invoicing suppliers and reporting to managers	
Experience of project management support function, including risk, programme, budget and/or communications	A, I
Experience of Agresso or other corporate financial system for requisitioning and processing invoices.	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.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> 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 checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" 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
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input checked="" type="checkbox"/> Regular work with skin irritants/ allergens
<input checked="" type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input checked="" 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	<input type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Working near watercourses, on civil engineering construction sites and in locations where discarded/used drug paraphernalia may be present. Working in environments which have a risk of exposure to Weil's disease.