Highway Engineer

JE Code:2555



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| **Values – We are dedicated, respectful, collaborative, we are Milton Keynes City Council** |
| **Service:** | Highways Maintenance |
| **Reports To:** | Highways Service Manager |
| **Job Family:** | Professional and Technical |
| **Grade:** | H |
| **Political Restricted:** | N |
| **Date:** | September 2023 |

**Key Deliverables**

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| **1.** | Prepare detailed work packages and briefs for capital and revenue highway projects and programmes for implementation including planning for delivery within timescales, outline design, Risk Assessments, Method Statements, surveys/investigation, estimates, activity schedules and third-party liaison for works, access, consent and approvals. |
| **2.** | Expected to oversee/implement the Service Level Agreements (SLA) for non-highway assets within the authority by liaising with the various departments including Milton Keynes Development Partnership (MKDP), Housing Revenue Account (HRA), Facilities Management (FM) and ERLAS (Landscape Surfacing). To procure and deliver the schemes on time and within budget or provide technical information regarding feasibility of projects.  |
| **3.** | Management of all assets within the project network in compliance with highways asset management systems and procedures to meet ongoing service objectives in accordance with all highways service documentation and Service Level Agreements. |
| **4.** | Manage all forms of contracts, direct staff reports, programmes and contractual resources efficiently and effectively in line with service objectives/service level agreements and to be innovative, to develop, assess and ensure that performance measures in service areas are achieved and maintained. |
| **5.** | Carry out design solutions for highway projects in accordance with guidance in DMRB, DfT specifications for highways works and Highways Contract specification or commission detailed designs through existing professional service frameworks. |
| **6.** | Manage capital and revenue budgets for non-highway departments within scope to include for all reporting in accordance with MKCC reporting procedures. With the additional requirement to provide ad-hoc reports and briefings for senior officers and members.  |
| **7.** | Manage and implement good health and safety practices in accordance with the Construction, Design and Management Regulations (CDM) in line with legislation, fulfilling the statutory roles as necessary and in accordance will all Health and Safety at work requirements, corporate policies and relevant legislation and guidance. |
| **9.** | Manage staff to provide a system of inspection and maintenance of non-highway assets in addition support Highways Service Manager in the delivery of routine highway inspections in accordance with the relevant Codes of Practice.  |

*Within reason these key deliverables may evolve to meet service need and it is expected that you will be flexible and adaptable in your delivery to meet both service and council wide needs*

**Essential Requirements (key skills & qualifications)**

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| **1.** | Qualified to degree in Civil Engineering or relevant subject with demonstrable experience in all key aspects of highway engineering including traffic management, accident reduction, highway maintenance and road layout standards. |
| **2.** | Extensive knowledge of highways design standards such as the Specification for Highway Works, Design Manual for Roads and bridges (DMRB). The Highways Act 1980, New Roads and Streetworks Act 1991, Construction Design and Management Regulations and in-depth knowledge of Highway Contracts including specification, claims management and price lists, Conditions of Contract for current NEC suite. |
| **3.** | Excellent verbal and written communication skills to collaborate with colleagues, stakeholders and clients effectively.  |
| **4.** | Computer skills to include a good knowledge of Word and Excel, ability to use computer software packages and produce drawings, extensive experience in using Asset Management Systems, data management, monitoring and running reports. |
| **4.** | Significant practical experience of the supervision and management of highways contractors during construction works and all aspects of contract management of projects and programmes. |
| **5.** | Effective communication, consultation and engagement with clients, general public, elected members, their representatives and team members and the ability to prepare and present clear, informed reports to a wide range of audiences. Managing of stakeholder expectations in line with deliverables and proven negotiation skills in dealing with stakeholders, contractors and external partners to achieve a positive outcome. Advising on and resolution of technical, financial and contractual problems in highway infrastructure schemes. |
| **6.** | Ability to work in all environments, adjacent to watercourses, live carriageways and restricted spaces. Working outside normal hours, overnight or at weekends as necessary to support the authorities delivery of highway and non-highway related schemes and responses to major events/incidents. |



Job Family

Professional/Technical

Grade H

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| **Colleagues expectations*** Be professional at all times
* Work together for the good of the team, council and local people
* Promote a supportive culture
* Challenge assumptions
* Take ownership
* Be willing to change and do things differently
* Always work in a safe manner
 | **Managers expectations*** Be a role model by displaying positive behaviours at all times
* Make well-considered decisions
* Support, coach and communicate with my team
* Be accountable for my team’s performance
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Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which they work to carry out vital tasks and provide authoritative advice to others. Often developing within recognised career paths, their evolving expertise sees them bear increasing responsibility for managing Council assets, the development of policies and procedures and the strategic direction of the functions they support.

### Role characteristics

At this level roles will have many day-to-day professional, technical and management issues to deal with but must also take a longer-term view of the service sector they support, assessing its changing needs and demands and making significant contributions to resource planning. This will see job holders dealing with serious issues without recourse to managers and making autonomous decisions based upon their specialist knowledge and dedicated experience.

### The knowledge and skills required

The broad knowledge requirement needed to deal with the technical and business challenges of roles is usually underpinned by an appreciation of the theoretical basis of the particular discipline such that job holders can fall back on the first principles of their specialism to make decisions and offer advice.

This level of knowledge is often indicated by the need for a degree level education in the relevant field, but for some roles this is substituted by a significant level of on the job training and focussed experience such that the level of expertise confers a similar level of authority.

While the majority of roles will have demands for manual dexterity in relation to typing and similar functions, other jobs at this level will use a range of equipment requiring precision in their use and handling.

### Thinking, planning and communication

Job holders will use their professional expertise to deal with complex, pressing issues on a day to day basis, but will also look well ahead and take a more strategic view of their project and service delivery objectives, shaping their teams’ composition, approach and operating procedures in accordance with wider service goals mandated by Service management.

At this level, the information exchanged with internal and external colleagues, and members of the public will call for developed communication skills on the part of the job holders. Matters will be technically complicated, requiring careful explanation, or sensitive, requiring significant listening skills to interpret information and provide appropriate advice.

**Decision making and innovation**

Job holders will have the freedom to interpret policy and broad operating guidelines in order to shape their teams’ detailed approach to meeting their corporate objectives and targets. They will deal with escalated, multi-faceted problems independently and will tend to only consult their manager on fundamental policy or resource issues.

### Areas of responsibility

With a diverse range of jobs being represented at this level, the precise blend of responsibilities for which the job holder is accountable will depend upon the service in which they operate.

External facing roles will focus on the needs of people, whether external service users or partners and will be responsible for high impact decision making and the implementation of appropriate programmes on behalf of individuals or groups of people or enforcement of regulations which have direct and significant consequences upon those served. Such roles are likely to have at least one other elevated level of responsibility for such elements as finance, information assets, equipment or premises.

Internal roles are likely to have this pattern reversed, with the weightiest responsibility for highly valuable or significant financial and non-financial assets, but somewhat less accountability for the assessment of needs of individuals and groups.

Jobs will generally have formal line management responsibility and will not only allocate and check work, but also be directly involved in assessment, recruitment, and other human resource related procedures. Posts that do not have this level of managerial responsibility are likely to have compensatory levels of accountability in relation to the users of Council services, finance or other major asset(s).

### Impacts and demands

Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement for standing and walking from time to time, and the occasional need to lift or carry items.

The combination of both tactical and strategic matters that job holders deal with means that roles are inherently complex, demanding of lengthy periods of concentrated mental attention while also managing high levels of work-related pressure.

Duties of jobs at this level will not require job holders to develop and maintain working relationships with people who, through their circumstances or behaviour, place particular emotional demands on the job holder.

Job holders find themselves exposed to some disagreeable, unpleasant or hazardous working conditions. Particularly when the needs of their specialism require them to work on external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy machinery and in similar environments.

Other jobs, such as enforcement roles, may also see job holders exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and conform to health and safety regulations to mitigate any negative effects of such exposure.