

Job Description and Person Specification

Role: Senior Project Engineer (Highways)



Job Description

Job Title	Senior Project Engineer (Highways)
Grade	G7
Service	Highways
Reports to	Senior Engineer - Highways
Location	Whitley Depot/Citywide
Job Evaluation Code	D2860D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

Under the guidance of the Senior Engineer, develop and manage Highways maintenance schemes for carriageways, footways and drainage. To work closely with the Highways Operations Teams and external contractors to ensure that the Highways Capital Programme, is delivered on time and to budget.

Main Duties & Key Accountabilities

Core Knowledge

To identify highways maintenance needs and prioritise works including working with the Highways Asset Management Engineer to produce forward programmes of work.

To design highways maintenance and minor improvement schemes in line with established design parameters including drawings, specifications and contract documentation to ensure the delivery of high quality services on time and to budget.

To propose solutions, prepare designs and agree modifications to highway maintenance schemes.

Provide innovative thinking to find solutions to engineering problems, making use of up to date systems on processes within relevant markets.

To monitor overall cost control and work with the Highways Operations & Development Team to support the Senior Engineer and the Highways Technical Services Team Manager.

To ensure that best practice is applied to scheme development and ensure that the council is kept up to date with all relevant laws, codes and guidance relating to Highways and to develop relevant policies in relation to these.

To prepare works orders for highway maintenance schemes, monitor and review costs and agree final accounts for authorisation.

To work with the Operations Team and external contractors to ensure the projects are completed on time and on budget and meet required specifications.

Oversee works on the highway network to ensure that specifications are met, and payments can be made to meet contractual obligations internally with the DLO and with external contractors.

Monitor contractor performance and value obtained from external contracts.

To assist colleagues by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.

To act as lead designer where applicable and ensure as applicable all clients, designers and contractors are complying with Health and Safety standards.

To prepare and present technical, financial and operational reports to management meetings and appropriate member, officer and public meetings.

Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Developers Other Local Authorities & Stakeholders External companies and bodies Local MP's Members of the public	Internal All Council Departments and staff Councillors
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	D28600D
Knowledge	
Knowledge of highways maintenance engineering and the management and maintenance of the highways network.	
Knowledge of the design, detailing, preparation and letting of contracts and construction supervision of highways maintenance schemes.	
Extensive knowledge of financial monitoring processes with regard to highway maintenance delivery.	
Detailed knowledge of legislation covering highway works	
Detailed knowledge of budget development and financial management	
Understanding of quality standards and Health and Safety practices	
Skills and Abilities	
High level of verbal and written communication and presentation skills	
Good people management and interpersonal skills	
Innovative thinking and a clear desire to find innovative solutions to engineering problems	
High level of project management skills	
Good level of ICT skills including the use of Microsoft Project, Confirm, Excel, basic CAD and GIS/MapInfo	
Ability to negotiate, influence and work successfully with contractual partners.	
Innovative and adaptable approach to solution finding	
Experience	
Experience of responsibility for financial management, monitoring and budgetary controls of complex highways maintenance works.	
Working in a team environment, but under own initiative	
Experience of working and presenting at monitoring Boards	

Working with Highways contractors and consultants
Suitable experience of working with or for a Local Authority Highways maintenance sector
Experience of managing contracts and performance against contracts and issuing payments against contracts
Qualifications
BTEC Higher in Civil Engineering or equivalent in the same field
OR substantial relevant experience in Highways engineering
Special Requirements
Possession of a full driving licence

Date Created	April 2023	Date Reviewed	April 2023
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