



Coventry City Council

Job Description

Job Title:	Senior Project Engineer (Highways)	Job Number:	
Service:	Highways	Post Number:	D2860D
Location:	Whitley Depot	Grade:	7

Job Purpose:

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 and Responsibilities:

- 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 also 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

The post holder must comply with Coventry City Council's health and safety policy and in particular is required: -

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required: -

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Senior Engineer (Highways)

Date Reviewed: October 2020

Updated: May 2019



Coventry City Council

Person Specification

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Service:	Highways	Post Number:	
Location:	Whitley Depot	Grade:	7

Area	Description
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Knowledge:	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• Extensive knowledge of financial monitoring processes with regard to highway maintenance delivery.
	<ul style="list-style-type: none">• Detailed knowledge of legislation covering highway works• Detailed knowledge of budget development and financial management
	<ul style="list-style-type: none">• Understanding of quality standards and Health and Safety practices

Skills and Abilities:	<ul style="list-style-type: none">• 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
	<ul style="list-style-type: none">• High level of project management skills
	<ul style="list-style-type: none">• 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.
	<ul style="list-style-type: none">• Innovative and adaptable approach to solution finding

Experience:	<ul style="list-style-type: none">• Experience of responsibility for financial management, monitoring and budgetary controls of complex highways maintenance works.
	<ul style="list-style-type: none">• Working in a team environment, but under own initiative• Experience of working and presenting at monitoring Boards
	<ul style="list-style-type: none">• 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



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Educational:	<ul style="list-style-type: none"> • BTEC Higher in Civil Engineering or equivalent in the same field
	<ul style="list-style-type: none"> • OR substantial relevant experience in Highways engineering

Special Requirements:	<ul style="list-style-type: none"> • Possession of a full driving licence
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Date Reviewed: October 2020

Updated: May 2019