

Job Description and Person Specification

Role: Senior Project Engineer (Drainage).



Job Description

Job Title	Senior Project Engineer (Drainage)
Grade	8
Service	City Services
Reports to	Flood Risk Engineering & Strategy Officer.
Location	Whitley Depot
Job Evaluation Code	A5951



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 Flood Risk Engineering & Strategy Officer, develop and manage drainage maintenance schemes. To work closely with the Highways Operations Teams and external contractors to ensure that the Drainage Capital Programme is delivered on time and to budget. To assist the Flood Risk Engineering & Strategy Officer with the development and delivery of the Council's Surface Water Management Plan, Asset Management and Data collection. To support the Flood Risk Management team in providing technical advice on the watercourse consents and on Sustainable Urban Drainage approval.

Main Duties & Key Accountabilities

Core Knowledge

- To identify highway drainage maintenance needs and prioritise works including working with the Highways Asset Management Engineer to produce forward programmes of work.
- To design highways drainage maintenance and minor drainage 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 prepare works orders for CCTV drainage and culvert surveys together with pipework and culvert lining schemes.
- To prepare works orders for highway drainage maintenance schemes, monitor and review costs and agree final accounts for authorisation.
- Provide innovative thinking to find solutions to engineering problems, making use of up to date systems on processes within relevant markets.
- Responsibility to monitor overall cost control to support the Flood Risk Engineering & Strategy Officer, and the Flood Risk Manager.
- Monitor contractor performance and value obtained from external contracts.
- 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 work with the Operations Team & Development team and external contractors to ensure the projects are completed on time and on budget and meet required specifications.
- Oversee works on the highway drainage network to ensure that specifications are met and payments can be made to meet contractual obligations.
- 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 All external stakeholders Severn Trent Water Environment Agency	Internal Leader of the Council, Members of Parliament and Councillors. Staff at all levels across the organisation.
--	--

Standard information

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.

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:
Project Engineer (Drainage)



Person specification

Job Evaluation Code	A5951
Knowledge	
Detailed knowledge of highway drainage maintenance engineering and the management and maintenance of the highway drainage network.	
Detailed knowledge of the design, detailing, construction, preparation and letting of contracts and construction supervision of highways maintenance schemes.	
Detailed knowledge of legislation covering highway drainage works.	
Extensive knowledge of financial monitoring processes with regard to highway drainage maintenance and delivery.	
Detailed knowledge of budget development and financial management.	
Detailed knowledge of quality standards and Health and Safety practices.	
Skills and Abilities	
High level of verbal and written communication and presentation skills.	
High level of project management skills, people management and interpersonal skills	
Innovative thinking, a clear desire to lead on finding innovative solutions and an adaptive approach to engineering problems.	
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
High level of experience of implementing and monitoring projects, including financial management.
Working in a team environment, but under own initiative
Working with Highways contractors and consultants
Suitable experience of working with or for a Local Authority Highway drainage 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 surface water drainage engineering.
Special Requirements
Possession of a full current driving licence.

Date Created	March 2023	Date Reviewed	April 2024
---------------------	------------	----------------------	------------

