Area Engineer

**Job Title:** Area Engineer

**Department:** Highways, Environment and FM

**Division:** Infrastructure and Capital Delivery

**Business Unit:** Highways (D14281)

**Grade:** PO1

**Reports to:** Assistant Senior Area Engineer

**Responsible for:** No direct reports

**Job Purpose**

* To maintain the classified highway network across a specified geographical area so that, at all times, it meets the condition specified in the Highway Infrastructure Asset Management Plan.
* To resolve reactive and planned service requests relating to highway condition, minor improvements and planned temporary incursions.
* To ensure that works instructed by the postholder are carried out in accordance with conditions of contract and with any supplementary specification detailed in Works Orders, intervening promptly and effectively when a change to the works’ specification is required.
* To measure completed works and verify accuracy of contractors’ applications for payment.

**Responsibilities**

**Technical Expertise**

1. Carry out cyclic inspections of the classified road network, logging all data on the Council’s highway asset database (currently Symology).
2. Attend multiple work sites daily to conduct site inspections. Inspections involve constant physical demand over all seasons of the year, at all times of the day and on all days of the week (unsocial working hours are compensated in accordance with contractual terms of employment).
3. Identify defects that exceed intervention levels (or are likely to exceed those intervention levels before the next scheduled inspection) as specified in Highway Infrastructure Asset Management Plan. For each:

a) If the cost of remedy is within the postholder’s delegated budget, raise a works orders in the approved manner (currently Symology, supplemented with drawings and bills of quantity) to remedy the defect

b) If the cost of remedy is outside the postholder’s delegated budget, alert the line manager.

1. For any Works Order that is raised:
2. Ensure the Council’s network duty under The Traffic Management Act 2004 is discharged in relation to street works, arranging for the making of any temporary traffic orders that are required
3. Ensure internal and external stakeholders are consulted and notified.
4. Supported by the taking of sufficient records to enable enforcement by the line manager, ensure that all contractors undertaking works instructed by the postholder comply with:
5. the terms and conditions of their contract
6. the quality stated in the Works Order
7. legislation applicable to construction works in the public realm including Health and Safety at Work Act 1974, CDM2015, Traffic Management Act 2004, London Permit System and any temporary traffic management orders.
8. When on site, independently fulfil all roles and responsibilities of Project Supervisor as defined in NEC Conditions of Contract, including:
9. carrying out sufficient testing and inspection of contractors’ work to assess standards of workmanship, to ensure that materials are in accordance with the specification and to certify that works have been executed in accordance with the Works Order
10. identifying defects and securing their rectification by the contractor, providing the Project Manager with copies of Defect Notices and, upon works completion, a Defects Certificate
11. advising the Project Manager on any recommended Early Warning Notices
12. when identifying or accepting that a departure from the specification is required, assess whether a delay in decision would time-, quality- or cost-critical and, if so, issue a Verbal Instruction, confirming such by written confirmation as soon as able
13. negotiating with contractors on costs for variation orders and compensation events.

Recording findings on all the above in a format agreed by line manager

1. As part of a weekly rota, be on call 24/7 to support:
2. the Council’s emergency highway safety response service and,
3. the Council’s winter maintenance service between November and April

for which fixed standby payments are paid in accordance with contractual terms of employment).

1. Undertake site visits where necessary, provide information and evidence sufficient for the Council’s Insurance section to defend third party claims against the Council within your area of responsibility.
2. Remain abreast of new products, technical requirements and changing contracting and sub-contracting practices.
3. Input into the continual improvement of the service by offering the Highway Contracts Manager and Highway Asset Manager constructive advice on potential improvements to current products, processes and procedures.
4. Disseminate knowledge and experience to the wider project team and junior staff, providing or securing technical guidance and training as necessary.

**Finance**

1. Carry out measures and complete valuations of contractors’ work done. Check contractors’ applications for payment and invoices for accuracy and advise the Project Manager or Design Engineer of any discrepancies.
2. Prepare cost estimates for others using schedules of rates and postholder’s knowledge of the market.
3. Secure deposits for third party incursions on the highway (skips, hoardings, etc).

**Health & Safety**

1. Ensure that all the postholder’s own and instructed activities meet health and safety requirements and regulations, including CDM and HSW Act.
2. Approve or reject of contractors’ submitted risk assessments and method statements.
3. Comply with any lone-working method statement provided by management.
4. Report to site manager and line manager incidents, near misses and situations that foreseeably could give rise to an unacceptable level of risk or potential non-compliance with any Site Safety File.
5. Conduct on site dynamic risk assessments when necessary to manage unforeseen hazards, stopping works if, in the opinion of the post-holder, there is an unacceptable risk to persons or property. Escalate immediately and gather evidence to support sanction under S65 NRSWA.

**General**

1. Effectively schedule, co-ordinate and prioritise work.
2. Be responsible for keeping abreast of all relevant legislation, practices, policies and technical developments relating to this post.
3. Respond to service requests promptly, escalating if outside post-holder’s area of responsibility.
4. Be available to attend stakeholder meetings which may be out of normal working hours.
5. Work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
6. Promote and uphold the Council’s code of conduct and FRESH values, ensuring that all staff in the service are treated equally with understanding and respect
7. Take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
8. Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
9. Undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service consistent with the requirement of the job including providing cover to other areas in the absence of staff to ensure that an adequate service is provided.

Note: The post-holder is required to hold LANTRA Highway Sector Scheme 12D - M7 certification. The Council will provide training and examination.

**PERSON SPECIFICATION**

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| It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).    You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.    If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (ü) on the person specification when you complete the application form. | | | **Shortlisting**  **Criteria** |
| ***For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade***. | | | |
| **Key Knowledge** | K1 | City & Guilds 6033 Highway Safety Inspection Units 301 & 311 or significant experience in a similar role | üA |
|  | K2 | Thorough understanding and knowledge of the use and characteristics of the various highway materials, methods and standards. | üA |
|  | K3 | A sound understanding of contract management | üA |
| **Qualifications** | Q1 | Have a current LANTRA Skills Card (desirable) | üA |
| **Relevant Experience** | E1 | Three years’ experience in a highway maintenance environment | üA |
|  | E2 | Experience in stakeholder management | üA |
|  | E3 | Experience in raising works orders using schedules of rates | üA |
| Skills | S1 | Be physically fit and able to access any part of a construction site | üA |
|  | S2 | Strong negotiating skills |  |
|  | S3 | Good standard of spoken and written English |  |

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| **Core Values and Behaviours** |  | **Equity**   * Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. * Ensure fairness and justice is at the heart of my decision making and support to my team and others. * Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. * Develop others and ensure we work as **one team for Lambeth**, encouraging everyone to play their part * Take positive action to ensure **everyone** in my team has opportunities to **learn and grow** at work * Encourage everyone to **be themselves** at work and value who they are * I am inclusive and actively **celebrate diversity,** recognising everyone in my team as individuals. |  |
|  |  | **Kindness**   * Treat each member of my team with **respect and dignity** just as I would want for myself. * **Encourage** each member of my team to do their very best work and am available to them to provide support and guidance. * Personalise my support to each team members and look out for them, lending a hand wherever I can * Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together * Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard * Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. * Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. * Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. | üA |
|  |  | **Accountability**   * I encourage and support my team to do the right thing even when it’s tough and we communicate our decisions in a timely way * I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. * I ensure my team plan ahead, getting the basics right and take swift action when problems arise * I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. * I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. * I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. * I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. * I encourage my team to learn and grow and ask questions to find the information they need to do their jobs | üA |
|  |  | **Ambition**   * Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. * Encourage my team to be flexible and try new things when it’s appropriate to do so and tell me what could be improved. * Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together * Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes * I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. * Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. * Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. |  |