

POST TITLE	ENGINEER
DIRECTORATE	PLACE
SERVICE	XXXXXXXXXX
RESPONSIBLE TO	PROJECT DELIVERY MANAGER
NUMBER OF POST HOLDERS	1
ACTING UP/ SECONDMENT	FIXED TERM FOR 18 MONTHS

PURPOSE OF JOB

To support and assist the Waste and Cleansing Services in the effective delivery of a variety of transport maintenance and improvement projects through the provision of a comprehensive engineering, design and construction supervision service.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

Initiate, develop and manage the implementation of transport asset maintenance and improvement projects including:

- Contract administration and project management including preparation of specifications for maintenance, development and other work contracts, Bills of Quantities, lump sum, schedule of rates, works orders and tenders;
- Implementation and maintenance of a system for assessing prospective tenderers;
- Ensuring that all work is undertaken in compliance with the Departmental Quality Management System;
- Fulfilling the role of CDM Principle Designer/Designer as set out in CDM regulations;
- Site supervision including control and managing contracts, including assisting in negotiating and advising on settlement of accounts and claims with suppliers and Contractors;
- Ensuring compliance with Health and Safety legislation;
- Ensuring compliance with Departmental Policy/Standing Orders/Local Transport Strategy;
- Undertaking and/or managing preliminary and detailed design work e.g. road geometry and layout, road pavement structure, surface and ground water drainage systems, traffic signals, traffic signs, street lighting, structures, flood protection measures and road markings;
- The consideration of environmental implications of design and project implementation;
- Liaising, consulting and engaging with other sections/Departments, statutory undertakers, landowners and other stakeholders involved in or affected by a project;
- Reviewing and agreeing roads/street lighting/traffic signal designs as part of the RCC Consent process with developers.
- Checking and approving work prepared by others, including work undertaken by 3rd parties, as per relevant legislation, i.e. The Roads (Scotland) Act 1984 & New Roads & Streetworks Act 1991.
- Co-ordinating and controlling 3rd party works on the road network in accordance with the relevant legislation, i.e. The Roads (Scotland) Act 1984, New Roads & Streetworks Act 1991 & the Transport Scotland Act 2010.
- Inspecting, monitoring and supervision of construction works ensuring compliance with the specification; and
- Preparing professional reports for both technical and non-technical readers.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post holder will be required to be educated to degree level or equivalent in a relevant discipline with knowledge and skills in that professional discipline to the extent that they can deliver the operational services and projects within that relevant discipline.
- The post holder will have the ability to identify innovative and creative ideas to improve methods of working and undertake problem solving/option appraisal and development. Typical applications are as follows:
 - Understand problems and develop design solutions exercising engineering judgement;
 - Identify solutions to issues/unforeseen circumstances as they arise during construction;
 - Assist in developing policies and a code of best practice in relation to technical procedures;
 - Engaging with Contractors and Consultants to consider the use of new materials and methods particularly with regard to environmental issues and cost effectiveness;
 - Piloting or trialling new techniques, methods or technology;
 - Assist with the management, administration, monitoring and reporting of Edinburgh tram contracts
 - Assist in identifying new initiatives and business opportunities, making recommendations to senior management to embrace the opportunities; and
 - Consider and develop new working arrangements, systems and procedures.
- The post holder will have the ability and experience to maintain good communication and work with management and staff from a wide variety of internal and external stakeholders, including:
 - Other services within the Council;
 - Contractors – discussing all aspects of proposed work, on-site monitoring etc.
 - Public Utility representatives/Statutory Undertakers;
 - Members of the public in dealing with enquiries, complaints, FOI requests;
 - Community Council representatives to discuss potentially contentious issues.
 - Elected members (Councillors, MSPs and MPs);
 - Emergency Service representatives;
 - Developers;
 - Public Transport Operators and Infrastructure Providers (Bus Companies, Network Rail, etc.); and Other public bodies, e.g. Transport Scotland, SEPA, Spokes, Sustrans, SNH
- The post holder will be experienced in making sound engineering and design judgements and will be responsible for providing technical advice, solutions and recommendations to other parties. They will require the ability to advise, guide and direct less experienced staff in making their engineering and design judgements. The post holder will also be responsible for deciding contractor compliance with work specifications, the need for remedial measures and related entitlement to payment
- The ability to make clear decisions in pressurised situations is a prerequisite. Decisions related to the design codes, statutory obligations and council procedures have serious implications in relation to public safety. Non-compliance with Health and Safety legislation could leave the Council open to prosecution if not correctly addressed.
- Decisions taken by the post holder could have financial implications for the Council particularly in relation to contractual matters / negotiations on behalf of the Council.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will be expected to prioritise competing demands of a complex nature that will impact on their job activities, responding effectively to the changing local demands impacting on the service within agreed resource constraints. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities. However, it is anticipated that the post holder will spend a proportion of their time (around 40%) on site managing service delivery, engaging with staff, witnessing and experiencing, first-hand, services being delivered.

- The post may be exposed to some adverse working conditions; however, these will be predominantly within the range of normal office-based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required on construction and road work sites.
- The post holder will be required to assess and manage risks when working in various conditions within the road network, including high speed roads, during periods of flooding and working adjacent to watercourses/alongside fast flowing water, working with live electricity, on construction sites and working at heights.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- None, however, the post holder will be required to undertake site supervision and contract management of works/services provided by both in-house and external contractors.

RESOURCES

- The post holder shall have shared responsibility for management of multiple scheme budgets (non-staff) in the role of Project Director (or Project Manager on larger schemes).
- Individual project budgets are mostly below £1m but can be up to £5M.
- The post holder shall have day to day responsibility for monitoring costs against budgets and reporting progress and expenditure, approving contract payments and payments for works orders/work packages.
- The post holder will be responsible for the care, proper maintenance and calibration of surveying equipment valued up to £10k.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).