

<b>Post title</b>	<b>Engineer</b>
<b>Division / Section</b>	<b>Planning and Transport</b>
<b>Department</b>	<b>Place</b>
<b>Responsible To (Title)</b>	<b>Senior Engineer/Senior Transport Team Leader/Transport Operational Manager</b>
<b>Number of post holders</b>	<b>42</b>
<b>Acting up/ Secondment</b>	<b>N/A</b>

### **Purpose of Job**

To support and assist the Senior Engineers/Senior Transport Team Leaders/Transport Operational Manager (4<sup>th</sup> Tier) 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 post holder will be operate in one or more of the following operational services within the Transport Service:-

- Transport Design and Delivery (18 posts);
- Public Transport, (1 posts)
- Traffic Signals and Street Lighting Infrastructure (5 posts);
- Roads, Bridges, Structures and Flood Prevention Infrastructure (6 posts); and
- Local Transport Teams (12 posts).

Note: areas of responsibility may change and there is a significant likelihood that an Engineer will be asked to take on responsibility (at least temporarily – and on an ongoing basis) for more than one of the above functions.

### **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 eg 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 3<sup>rd</sup> parties, as per relevant legislation, i.e. The Roads (Scotland) Act 1984 & New Roads & Streetworks Act 1991.

Co-ordinating and controlling 3<sup>rd</sup> 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.

### **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.

### **Creativity and Innovation**

The post holder will 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.

### **Contacts and Relationships**

The post holder will be required 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.

### **Decisions (Discretion)**

The post holder will be required to make engineering and design judgements and will be responsible for providing technical advice, solutions and recommendations to other parties. They will be required 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

### **Decisions (Consequences)**

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.

### **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.

### **Environment – Work Demands**

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.

### **Environment – Physical**

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.

### **Environment – Working conditions**

Although the post may be exposed to some adverse working conditions 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.

### **Environment – Work Context**

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.

### **Knowledge and Skills**

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.

### **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

See attached - specific to area of operation.