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| Job Title:  Job Ref. No.: Directorate: Division: Grade:  Responsible to: | Engineer – Schemes & Major Maintenance  Environment and Regeneration  Highways  HBC 6  Principal Officer Schemes & Major Maintenance |
| Responsible for: | N/A |

MAIN PURPOSE OF THE JOB:

JOB DESCRIPTION

Prepare and implement minor highway improvement and capital schemes and related programmes of work, ensuring compliance with relevant legislation and standards.

Support other Highways staff in the preparation and implementation of major highway capital schemes

1. Undertake surveys, investigations and safety audits and carry out analyses of data and results in

connection with the Department’s programmes of work.

2. Carry out feasibility studies and prepare estimates and reports.

3. Design infrastructure maintenance and improvement schemes and systems in compliance with current standards, guidance and advice and in accordance with the Construction Design and Management Regulations.

4. Assist in the evaluation of infrastructure design and construction proposals submitted to the Council(acting as Highway and Traffic Authority) by third parties.

5. Assist in the preparation of briefs and in the supervision and management of consultants undertaking commissions on behalf of the Council.

6. Consult and liaise with elected Members, partner organisations, stakeholders and the public in connection with the Division’s programmes of work.

7. Provide information and advice, and respond to enquiries in connection with the Division’s and third parties’ programmes of work.

8. Assist in the procurement of works and services in accordance with legislation, the Council’s standing orders systems and procedures including the monitoring and control of scheme and project budgets.

9. Support the development and maintenance of Halton’s Highway Asset Management Plan by liaising with and providing information to the Highway Asset Officer.

10. Supervise scheme implementation / construction including contract administration, payments and settlement of accounts, acting as works Supervisor as required.

11. Maintain a working knowledge of current standards and practices in connection with the requirements of the post.

12. Assist in the development and maintenance of the Department’s technical, operational and management systems.

13. Assist in the preparation of reports for submission to the department’s management teams and the Council’s Executive and Policy and Performance Boards.

14. Represent the Department at meetings in relation to the Section’s programmes of work.

Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.

Part 2

Engineer – Schemes & Major Maintenance

This part of the Job Description is intended to provide more detailed information in relation to the Main Purpose of the job of an Engineer – Schemes & Major Maintenance.

1. Assess, design, procure and supervise minor highway schemes or improvements, including Vehicle Access Crossings and Section 278 developments.

2. Contribute to the highway inspection function required under Section 58 of the Highways Act.

3. Liaise with internal and external colleagues to ensure coordination in relation to schemes with a cross-boundary/City Region reach.

4. Support in the preparation of programmes of work for the department.

5. Provide technical support to the Senior Engineers and Principal Officer working on major schemes.

6. Support the process of public consultation related to major highway schemes and improvements.

7. Provide cover out of hours for highway emergencies and duties in respect of the highway winter maintenance service as necessary (premium payable).

8. Undertake road safety audits.

9. Use CAD to design highway schemes and improvements efficiently & effectively.

10. Ensure compliance with relevant legislation, standards, codes of practice, Council policies, financial regulations and standing orders to ensure safe, effective and efficient development and improvement of the Council’s infrastructure.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.