

## Job Description

<b>DIRECTORATE:</b>	Communities
<b>DEPARTMENT:</b>	Neighbourhood Services/Highways Services
<b>POST:</b>	Senior Engineer – Highways
<b>GRADE OF POST:</b>	GR12
<b>RESPONSIBLE TO:</b>	Engineering Services & Project Implementation Manager/Principal Engineer

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### **JOB PURPOSE:**

To support the Engineering Manager/Principal Engineers in the design, contract preparation, administration and management of projects undertaken by the design team. To provide leadership, guidance and support to ensure the provision of efficient engineering services so that projects are designed and supervised to current standards and best practice. This is a multidiscipline service that involves many aspects of engineering design and implementation including highways, geophysical, structural, and the commissioning and preparation of technical reports and interpretation of the results of those reports.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Produce and approve highways schemes compliant with current design codes, for varied purposes ranging from but not limited to Highways, Residential, Commercial, Industrial and environmental applications.
- Prepare designs and manage design engineers and technicians in the preparation of detailed design and full contract documentation for highway and engineering schemes, including topographical, soil and other surveys. Ensure compliance with statutory procedures including Planning, Compulsory Purchase and Side Road Orders.
- Responsible for the delivery of civil engineering projects from design, procurement, contractor liaison, supervision and final completion.
- Manage or produce technical reports, desktop and feasibility studies and cost estimates requested by Clients.
- Supervise; train and mentor team members, ensuring the quality of their work is produced to appropriate standards. Produce design drawings utilising the AutoCAD suite of programs and WINDES.
- Manage and maintain high standards of Health and Safety in the office and on site. Ensuring the duties put on designer, clients and contractors under the CDM Regulations are observed.

- Attend sites as required to provide design assistance to other Council Departments when requested
- Attend sites as required to provide design assistance for Project Managers and their staff.
- Provide expert advice to internal and external clients.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Person Specification**

**Senior Engineer – Highways**

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<p><b>Qualifications, Education &amp; Training</b></p>	<ul style="list-style-type: none"> <li>• A high standard of education or an ability to demonstrate competence through experience with a high level of English skills (both oral and written)</li> <li>• Educated to degree level B.Eng (Hons) Civil Engineering or equivalent or the ability to demonstrate competence through experience</li> <li>• Membership or approaching membership of a recognised accredited Engineering Institution</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<p><b>Knowledge &amp; Experience</b></p>	<ul style="list-style-type: none"> <li>• Working experience of current design standards for highway design.</li> <li>• Proven ability and experience of working within an Engineering and Design Environment.</li> <li>• Experience of managing and supervising design staff</li> <li>• Understanding administrative processes and quality control systems.</li> <li>• Understanding and working within the regulations set out by the various Health and Safety documents issued by the Health and Safety Executive.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form and selection process.</p>

	<ul style="list-style-type: none"> <li>• Working knowledge of Manual for Streets 2 and DMRB design standards</li> <li>• Knowledge or experience of SUDS systems design</li> <li>• Experience in the use of NEC contract documentation and general contract administration and monitoring.</li> <li>• Experience in accurately managing scheme budgets</li> <li>• Knowledge of CPO/SRO, building regulations and planning matters.</li> </ul>	<p>Yes</p> <p>Yes</p>	
<p><b>Skills &amp; Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to lead by example a design team of engineers and technicians, and work as part of a team.</li> <li>• Ability to demonstrate a high degree of competency in the use of design packages ie AutoCAD, CIVILS 3D and REVIT.</li> <li>• Good communication skills.</li> <li>• Ability to demonstrate good organisational skills and ability to think clearly and make informed decisions and justify and explain those decisions to groups of varying technical understanding.</li> <li>• Ability to work flexibly and proactively under pressure.</li> <li>• Proven ability to produce technical and non-technical report writing and the ability to present findings to a mixed audience of technical and lay persons.</li> <li>• Multi-disciplinary approach to work</li> <li>• Ability to work to both time and financial deadlines.</li> <li>• Full driving licence and access to your own transport during working hours</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process.</p>

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|  | <ul style="list-style-type: none"><li>• Able to demonstrate reasonable level of skill in the use of the MS Office suite of programs - specifically Word and Excel.</li><li>• The ability to communicate through the medium of Welsh.</li></ul> |  |  |
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