

City of Wolverhampton Council

Job Description

Job title:	Area Engineer
Directorate:	Economy
Service:	Resident Services
Location:	Any suitable location within the City of Wolverhampton
Workstyle:	Field
Responsible to:	Service Lead
Grade:	Grade 6

Job Purpose and Role:

The post holder will be required to discharge the delivery of the Council's street works Coordination and Network Management duty by assessing, determining and processing permit applications in accordance with the requirements of the Highways Act 1980, New Roads & Street Works Act 1991 (NRSWA), the Traffic Management Act 2004 (TMA) and the Council Permit Scheme. This will involve liaison with the Statutory Utility Companies, Contractors and Private Individuals to ensure they understand and comply with the legislation, procedures and technical specifications.

To inspect and monitor excavations, reinstatements, maintenance works and to issue any licences required to undertake any works on the highway such as temporary structures and skips, and related record keeping and financial management of the service.

To support the assessment and processing of road work permits and the associated conditions that may apply.

1. To be responsible for the co-ordination of all works on the highway network in accordance with codes of practice, the New Roads & Street Works Act 1991 (NRSWA), the Road Traffic Regulation Act 1984, the Traffic Management Act 2004 (TMA) and the Council Permit Scheme.
2. Using Confirm to establish work programmes to undertake street work inspections and implement systematic and random inspection regimes.
3. To identify, recognise and record all works promoters for unreasonably prolonged occupation of the highway for past and potential Section 74 charges to be applied.

4. Gather and produce evidence to support and enforce breaches in highway legislation or Health & Safety and to undertake any necessary enforcement action.
5. Process applications, permits, issue licences and manage records relating to the Street Works noticing such as temporary structures on the highway, skips, cranes, section 50/171 and other such licences.
6. To undertake bespoke data and asset analysis / auditing to support contract monitoring and service performance.
7. Assist the financial management of the service including the annual review of fees and charges review, monitoring income budgets and determining financial penalties for non-compliance with the requirements of NRSWA.
8. To assess the impact of any works and impose appropriate permit conditions to minimise disruption to traffic networks and any foreseeable inconvenience which could be caused to road users.
9. To support the processing of all permit's applications to co-ordinate Street Works and highway activities throughout the Permit Authority's area including the detailed examination of all applications submitted for either immediate, minor, standard or major works and to request modifications alongside the attachment of permit conditions.
10. To assess applications for the implementation of temporary traffic management systems and approve or request amendments as necessary to ensure that any detrimental impact on the highway is minimised.
11. To establish if there are any conflicts with other works being carried out on the highway, or if the road is subject to any restrictions, such as a traffic sensitive designation.
12. To investigate, report and respond to complaints received in respect of issues associated with apparatus located in the highway (ironworks) or any dangerous / hazardous activity on the highway.
13. In cases of non-compliance where a serious hazard exists to issue instructions to carry out remedial works, including measurement and certification of work done.
14. To issue defect and penalty notices clearly setting out required actions.
15. To ensure that the notices are complied with and to attend and represent the Council at Magistrates Court when necessary.
16. In respect of works in progress and previously completed works on the network, to identify the maintenance liability within the period of statutory responsibility.
17. To enforce regulations set out in the NRSWA and the TMA e.g. covering the implementation of Section 74 charges and fixed penalty notices.

18. To act as a primary point of contact and deal with a wide range of customer enquires/ complaints in relation to both works in progress, reinstatements and utility apparatus on the highway.
19. To attend and actively participate in co-ordination meetings and any other meetings or groups requested and required to facilitate co-ordination.
20. To attend meetings, when required, prior to commencement of work on the highway to confirm and report the current condition of the highway, agree the timings of programmes of work and necessary traffic measures to secure safety on the highway.
21. To attend site meetings as and when required and use knowledge and judgement as to the appropriate permit conditions to apply.
22. Liaise with appropriate staff within Transportation Service, other service groups of the Council, Statutory bodies, external agencies and contractors to ensure service delivery and compliance to current legislation and permit system in relation to Street works.
23. To operate all devices supplied for the retrieval, amendment and storage of data as may be provided under the Council's Information Technology policy and all other office equipment installed for the effective operation of the service.
24. To ensure those enquiries and complaints from Elected Members and the public are dealt with expeditiously and politely, in accordance with the Council's customer care policy.
25. To undertake duties based on the needs of the service outside normal office hours as directed and in accordance with the agreed working pattern for the post and the Council's Conditions of Service.
26. To prepare correspondence, reports, notices, letters and legal evidence to effectively execute the functions of the Service and where necessary representation on behalf of the Council in respect of subsequent legal proceedings or other actions.
27. To identify efficiencies and improvements to service delivery benefits and ensure continual development of the service.
28. To comply with the Council's Equalities, Crime and Disorder and Health and Safety policies.
29. To support the Council's commitment to crime reduction and community safety.
30. To support the delivery of the City Strategy and Alcohol Strategy and other citywide priorities.
31. To participate in the wider development of the service and contribute to service improvement as required.
32. To act in accordance with the Council's Constitution and other Codes of Conduct.

33. To participate in staff development, appraisal and training as appropriate, including continuous professional development.
34. To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
35. To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
36. To participate in the wider development of the service and contribute to service improvement as required.
37. Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council's key strategies; as appropriate and training provided.
38. Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council's objectives; as appropriate and training provided.
39. City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date

Signature of post holder

City of Wolverhampton Council

Person Specification

Job title: Area Engineer

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or HNC or equivalent in a relevant discipline 	<ul style="list-style-type: none"> Appropriate membership of a professional body 	Application Form Production of Certificates
TRAINING	<ul style="list-style-type: none"> Full driving licence Street Works Supervisor accreditation LA, O1, S1 Willingness to undertake and successfully complete relevant training e.g. Customer care, Health and safety, Risk Assessment 	<ul style="list-style-type: none"> Lantra Traffic Management Sector Scheme: 12d T7 Management & Client Street Works Supervisor accreditation S2-S7 Record of continuous professional development Data Protection Act / Human Rights Act / Freedom of Information Act Health and Safety 	Application form Production of certificates Interview
EXPERIENCE	<ul style="list-style-type: none"> Extensive experience in a street works environment undertaking inspections on third party works and associated enforcement action Developing annual work programmes or street work inspection regimes Identifying and recommending courses of action to address street work issues Management of databases and/or record systems. Experience of supervising staff in a highways or street works environment 	<ul style="list-style-type: none"> Relevant and appropriate experience in the following: NRSWA 1991 Local Government Statutory Utilities Operation and maintenance of data recording Data Base Management Systems eg Confirm 	Application Form Interview References
SPECIAL	<ul style="list-style-type: none"> Demonstrate knowledge and experience of operating or working with Roadworks Permitting schemes 	<ul style="list-style-type: none"> Knowledge of the workings of local government 	Application form Interview

KNOWLEDGE/ SKILLS	<ul style="list-style-type: none"> • Demonstrate significant knowledge and experience working with NRSWA 1991 • Ability to work under pressure • Ability to communicate effectively, orally and in writing • Ability to demonstrate good liaison skills with Clients, and external partners • Ability to communicate varied and complex information with Clients, and external partners • Computer literate with knowledge of standard Microsoft Office packages 	<ul style="list-style-type: none"> • Experience of working in a Partnering context with Clients and Contractors • Demonstrate working knowledge of TMA 2004 	
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Able to work well with others and to establish good working relationships • Demonstrable ability to take independent decisions and work in a methodical and conscientious manner to deal with unanticipated issues • Commitment to developing the service • Enjoy working in an outdoor environment in varying weather conditions 	<ul style="list-style-type: none"> • Ability to manage competing workloads and meet tight deadlines • Ability in prioritising and setting targets as part of a team 	Application form References Interview
INTEREST AND MOTIVATION RELEVANT TO THE JOB	<ul style="list-style-type: none"> • Interest in developing and maintaining reliable systems • Positive attitude to the delivery of the service. • To demonstrate a flexible approach to service delivery 	<ul style="list-style-type: none"> • Awareness of current developments and initiatives across the highways sector, including street works 	Application form References Interview
COMMITMENT	<ul style="list-style-type: none"> • Able to demonstrate a strong commitment to public service • To achieving specific objectives • To meeting the challenges of a constantly evolving Local Authority environment 		Application Form Interview