

Job Description

Job Title	Senior Engineer – Planned Maintenance
Directorate	Neighbourhoods & Housing
Service Area	Transport & Highways
Grade	Grade 7
Competency Level	2
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	A8365

Job Purpose

Responsible for the selection, design, management, implementation and delivery of Capital Planned Highway Maintenance Schemes and minor engineering projects. The role will also require assistance with Highways Asset Management, Drainage, Street Lighting and Traffic Management. To be part of the highways on call system and respond to emergencies out of hours, including winter maintenance.

Directly Responsible For:

Technical Assistant Planned & Reactive Maintenance

Directly Responsible To:

Highways Maintenance Manager

Main Areas of Responsibility:

- To carry out detailed estimates, to plan and implement both Carriageway and Footway maintenance schemes, including drainage from inception, through site supervision inspections, ensuring works are completed to a high standard, to specification, on time and within budget
- To attend site meetings as and when necessary
- To represent the Highways Service as directed, both within the Council and external to the Council, including meetings with elected members and other stakeholders
- To advise and support senior managers on relevant service and operational matters
- To assist as required with performance review and improvement measures on an ongoing basis, helping to ensure that a customer focus is embedded within the function and innovative and creative solutions are evaluated, securing the highest quality and value for money function
- To assist in the preparation of technical and committee reports and associated documentation
- To assist as required with the management of budgets, ensuring that all necessary processes and procedures are carried out in a timely and effective way
- To prepare statements and reports in response to Appeals and Public Inquiries and Hearings as and when required
- To provide technical advice to the Service/Corporately as necessary
- To provide operational and motivational leadership of staff, providing a visible presence to the workforce and promoting a good working environment with the primary aim of delivering high quality services

- To report and respond to emergencies in accordance with the Council's emergency procedure and be part of the out of hours service as part of an on-call system rota for emergencies including winter maintenance

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- To provide motivational leadership and champion effective customer focussed services across your areas of responsibility, setting standards to ensure clarity of vision, and ownership and pride in service provision. To encourage, coach, train and develop individuals and teams to enable them to maximise their capacity and facilitate effective delegation
- To ensure the efficiency, effectiveness and quality of services, within your area of responsibility, through the performance management of individuals and teams
- Manages performance and delivery of works by external contractors by undertaking site supervision of works and undertaking site audits once works are completed

Budget and Financial Responsibility:

- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies
- Complying with all statutory requirements, Standing Orders and Financial Regulations of the City Council, and being responsible for making sure that all those you manage also comply with such requirements

- Maintaining a close control of their delegated revenue and capital budgets, stewardship of assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Bringing to the timely attention of the relevant line manager any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job will be mostly site based and will require work to be carried out in adverse conditions and the postholder will need to be able to drive and work flexibly (outside normal office hours)

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here](#)

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. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- HNC/HND or Degree in Civil Engineering or relevant subject and/or significant and relevant highways maintenance experience (A/I)

Desirable

- Incorporated Member of Institute of Civil Engineers or relevant professional institute

Experience

Essential

- Engineering project and service delivery management to time, budget and specification (A/I)
- General broad knowledge of highway design and surveying techniques and experience / awareness of a range of highways and transportation issues and solutions (A/I)

Desirable

- Responding to often complex and multiple types of correspondence and queries including dealing with local members, external agencies, consultants and contractors

Skills/Abilities

Essential

- Ability to work with minimal supervision and to manage often competing work programmes and tasks to meet deadlines (A/I)
- Creative and innovative in the development of new and original solutions to transport issues and problems and ability to effectively publicise and promote the service (A/I)
- Enquiring mind and attention to detail with ability to provide effective, accurate, timely and informative reports, both written and oral (A/I)

Desirable

- Good ICT skills including AutoCAD, Microsoft Word and Excel
- Assertive and fully able to lead conflict resolution
- Proven contract management skills including bills of quantities, use of methods of measurement
- Effective influencing and negotiating skills

Commitment

Essential

- Be able to work out of the office in extreme environments (public highway) in poor weather (weekly) and part of the out of hours service (A/I)
- Flexible enough to change daily routines at short notice to accommodate more urgent situations that arise without warning (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- Full and valid driving licence (I)