



LONDON BOROUGH OF MERTON

Environment & Regeneration Department

JOB DESCRIPTION

Post Title Principal Engineer Infrastructure

Grade: ME15

**DIVISION/SECTION: Sustainable Communities Division
Future Merton Section**

Location: Civic Centre

Responsible to: Infrastructure Manager

Responsible for: Infrastructure Engineer x 2, Structural Engineer, Street Lighting Engineer, Traffic Order Officer & Contracts Analyst

Post number:

Date: November 2014

MAIN PURPOSES

1. To deliver a comprehensive highway maintenance and improvement engineering service including the management of technical and financial procedures to the benefit of residents and businesses in the Borough and to ensure a high quality of services and advice to the Council, its clients, partners and the general public.
2. To supervise technical and administrative staff and in so doing to ensure the efficient and effective delivery of services through the maintenance of high technical and professional standards.
3. To assist in the delivery of all statutory duties that fall within the remit of the Team including the management and discharged of such duties in a timely and effective manner.
4. To liaise closely with staff in the Commissioning Team and the Programme Team on the design and development of projects, programmes and budgets and where appropriate provide feedback to the Infrastructure Manager on areas of design, programming, financial performance and budget variance as appropriate.
5. To control and monitor complex revenue and capital budgets and to provide regular and accurate project and financial management information to the Infrastructure Manager.

6. To assist in the development and implementation of strategy and policy in line with national good practice, codes of practice and changes in legislation in relation to:
 - Carriageway and footway maintenance
 - Street Lighting, signs, markings and street furniture
 - Bridges & highway structures
 - Highway drainage systems
 - Network condition assessments
 - Winter Maintenance services
 - Contract Management

including making recommendations for change to ensure the value of the highway asset is preserved and maximised and the Council is meeting its statutory obligations.

7. To provide an input into Departmental and corporate initiatives and projects where highways expertise and professional knowledge is required, and to lead on specific projects.
8. To deputise for the Infrastructure Manager in his/her absence in relevant areas of work and to contribute to the management of the Future Merton section as a whole.

MAJOR ACTIVITIES

1. To undertake work tasks and manage and motivate technical and administrative staff undertaking similar tasks for a range of engineering activities including:
 - the commissioning, analysis, interpretation and application of appropriate assessment, condition and structural surveys for the various highway assets, including non-destructive and electrical testing, and using the results to prioritise programmes of maintenance/renewal works.
 - the prioritization, detailed construction-design, programming and implementation of maintenance/renewal works to all highway assets including the instruction and supervision of works and settlement of accounts.
 - the supervision and management of the Highway Works and Services term contract and the Street Lighting Maintenance term contract, including ongoing programming, liaison, co-ordination and performance monitoring.
 - the procurement of construction and consultancy contracted services including preparation of contract documents, compliance with procurement legislation and Council procedures, selection of tenderers and analysis of bids for related highway maintenance services and activities.
 - the identification and programming of reactive maintenance to highway assets including the processing and implementation of works arising from highway inspection in liaison with the highways inspection team.

- the design and implementation of measures for people with disabilities and other minor highway adjustment works requested by residents/businesses.
2. To be responsible for and manage the successful delivery of projects/programmes for which the team is responsible, through the establishment and effective operation of appropriate project management, monitoring and reporting systems including evaluating and reporting on the progress and impact of all projects on a regular basis.
 3. To control, manage and monitor allocated project and programme budgets, (Revenue and Capital) and to provide accurate and timely information with respect of costs, commitments and expenditure on these budgets and where appropriate provide feedback to the Infrastructure Manager on areas of budget variance.
 4. To supervise the management, inspection, maintenance and upgrading of bridges and other highway structures in accordance with the recognised national good management guidance and Codes of Practice.
 5. To supervise the inspection, management, maintenance and renewal/replacement of street lighting and illuminated street furniture equipment and associated systems to ensure that they are safe, operate correctly, continue to provide the designed performance, minimize operational costs and environmental impact and maximise life.
 6. To manage the production of traffic orders (permanent and temporary) required to support the implementation of projects, schemes, programmes of work, events, emergencies or any other developments affecting the highway network, including ensuring adherence to all statutory procedures and requirements.
 7. To support the development and integration of the Highway Asset Management Plan (HAMP) to allow all highway maintenance and management activities to be brought together into a systematic and holistic framework for all the highway infrastructure assets, including inputting as required on the development of IT systems, maintenance strategies, policies, intervention levels, levels of service, asset inventory data collection frequencies, level of detail, and data management procedures to meet requirements for future updating and maintenance of the HAMP.
 8. To be responsible for the achievement and maintenance of high professional and technical standards within the team including ensuring an up to date knowledge of relevant legislation, regulations, guidance, standards and techniques.
 9. To ensure that all staff reporting to the post holder are aware of their corporate and Departmental health and safety policies and procedures, including the Construction Design and Management (CDM) Regulations 2007 and are trained in their implementation as necessary. To monitor the implementation of Health and Safety Policies and to report any shortfalls identified through experience of their operation to the Infrastructure Manager.

10. To monitor and maintain suitable quality assured (QA) procedures and systems to ensure the Council discharges all its duties and responsibilities under the Construction Design and Management (CDM) Regulations 2007.
11. To support the Streetworks & Network Co-ordination Principal Officer in ensuring the Council meets all its duties and responsibilities under the Traffic Management Act 2004, including the Network Management duty.
12. To ensure that staffs under your supervision provide a high standard of professional advice within the Department and Council and for elected Members, including on the impact of legislative or organisational change.
13. To liaise effectively with the wide range of agencies and organisations with a role in, or affected by, maintenance of the highway including Statutory Undertakers, bus operators, TfL and the Metropolitan Police.
14. To contribute to Departmental and Corporate priorities and Future Merton section initiatives including the development of the annual Borough Spending Plan/Local Implementation Plan and service reviews as appropriate;
15. To ensure that all communication, written, electronic and telephone is dealt with in accordance with the Council's response time standards and that the quality of the response is acceptable in terms of its technical content and customer care.
16. To prepare and to manage the preparation of Committee and other reports by other members of the team and make recommendations as appropriate, and to ensure that these meet the quality standards required both in terms of content and presentation.
17. To continually assess and keep the Infrastructure Manager informed of demands and priorities required of the group and provide him/her with relevant statistics on the team's performance and needs and to assess and report on the quality of the team's output.
18. To take part in the selection and recruitment of staff including shortlisting and interviewing, and carrying out staff appraisals, career grade reviews, identifying staff training needs and monitoring the effectiveness of training provided.
19. To provide cover on a day to day basis in the absence of the Infrastructure Manager on matters directly relating to the responsibilities of the postholder and refer more complex issues for decision where early responses are required.
20. To represent the Infrastructure Manager and the Future Merton Section at meetings within the Council, with external bodies, elected members and with the public and present reports and other advice to Members at Council meetings.
21. To contribute to the preparation of strategic planning and financial bidding documents.
22. To organise, undertake, analyse and report on public consultation with respect to planned maintenance and highway projects, including meetings

with resident's groups, public meetings and exhibitions and regular liaison through established Council forums and with special interest groups and to provide clear and timely information to the public in advance and during works as appropriate.

23. To review contract arrangements and specifications, make recommendations for the appointment of contractors and consultants, instruct and manage those carrying out work related to the service and to advise consultants and contractors employed by others on suitable courses of action which may be appropriate to the Authority's needs.
24. To maintain knowledge of funding regimes appropriate to the activities within the postholder's area of responsibility.
25. To carry out all the duties and responsibilities in accordance with the Council's Equal Opportunities and Customer Care practices and take a proactive role in their development and implementation.
26. To make use of office technology when required, identify the applications of new IT systems and implement new systems in liaison with IT staff particularly in relation to the use of mobile technology and the exchange of programming, performance and financial information with contractors.
27. To carry out any other duties appropriate to the grading of the post as required by the Senior Management.

ADDITIONAL REQUIREMENTS APPLICABLE TO THIS ROLE

The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties. In addition they should be available to carry out such other duties, as may be required, which are consistent with the grade and scope of the post.

OTHER REQUIREMENTS

Health & Safety

To ensure that Corporate and Departmental health and safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

Equal Opportunities

To be aware of the Council's Equal Opportunities Policy: to understand it and to adhere to it.

Customer Care

To assist in ensuring that the council's aims and objectives relating to customer awareness are achieved.

New Technology

To make use of information technology where necessary in the areas of responsibility and to develop and use new IT systems in consultation with the appropriate technical officers to improve the effectiveness and efficiency of service delivery.

LONDON BOROUGH OF MERTON

ENVIRONMENT AND REGENERATION DEPARTMENT

PERSON SPECIFICATION

Post title: Future Merton – Principal Engineer Infrastructure

Grade: ME15

Date: November 2014

| | PERSON SPECIFICATION CRITERIA | APPLICATION FORM | INTERVIEW | OTHER |
|----|--|---------------------|-----------|-------|
| | <u>Knowledge</u> | | | |
| 1. | Highway Management related legislation including the Highways Act 1980 and the Traffic Management Act 2004 | Yes | Yes | |
| 2. | Highway Management national & regional strategy and best practice requirements | Yes | Yes | |
| 3. | Knowledge and experience of highway design, construction, materials and processes | Yes | Yes | |
| 4. | Highway Asset Management Plan development, integration and data management procedures | Yes | Yes | |
| 5. | Efficiency in the delivery of public services including value for money | | Yes | |
| 6. | Sound knowledge of contract management and procurement processes and procedures. | Yes | Yes | |
| 7. | Health and safety related to traffic and highway services | Yes | Yes | |
| | <u>Skills</u> | | | |
| 8. | Communicate clearly and effectively and lead by example. | Yes | Yes | |
| 9. | Quickly analyse and interpret | | | Test |

| | | | | |
|-----|---|-----|-----|------|
| | complex written, numerical and financial information | | | |
| 10. | Work appropriately and effectively with colleagues and elected members within the authority | Yes | Yes | |
| 11 | Service delivery to meet technical and customer care needs | | Yes | |
| 12 | Ability to implement change and manage changing priorities and demands | Yes | Yes | |
| | Aptitude | | | |
| 13 | Collaborative working (with internal and external partners and cross-team) | | Yes | |
| 14. | Manage activities related to personal experience | | Yes | |
| | Experience | | | |
| 15. | Leading projects or programmes of work successfully in a relevant field | Yes | Yes | |
| 16. | Managing and motivating a team | Yes | Yes | |
| 17. | Formulating technical solutions to address complex management & highway maintenance issues | Yes | Yes | Test |
| 18. | Undertaking procurement for major contracts. | Yes | Yes | |
| 19. | Undertaking Partnership development and management | | | |
| 20 | Undertaking contract management | Yes | Yes | |
| 21. | Financial management | Yes | Yes | |
| | Special Requirements | | | |
| 22. | Availability to work outside normal office hours | | Yes | |
| 23. | Hold a drivers license and have a vehicle available | Yes | | |
| 24. | Commitment to Equal Opportunities and customer care issues | Yes | | |