Northumberland County Council
JOB DESCRIPTION

Post Title: Highways Civil Engineering Team Leader	**Group/Department/Service:** Local Services, Highways and Neighbourhood Services		**Office Use**
Band: 6	**Workplace:** Countywide		**JE ref:** 1871
Responsible to: Construction Manager, Senior Team Leader	**Date:** 18 April 2011	**Manager level:**	**HRMS ref:**

Job Purpose: Site management and supervision of operatives on new construction highways sites (Bridges/Highways/Surfacing).

Resources Staff	A large team of road workers and contractors –
Finance	Responsible for managing resources and materials specific to individual sites or specialist activity.
Physical	Overall responsibility for the careful use and maintenance of the vehicles and allocated tools and equipment.
Clients	Daily contact with service users and the public for which there is a responsibility for the health and safety of the community.

Key Duties and responsibilities: Individually or as part of a team and under the general direction of senior manager colleagues:

1. Direct and supervise the activities of a team of road workers and/or contractors, including assisting in planning and organising the supply of plant and amount of materials to be ordered, providing clear guidance and motivating staff to achieve service objectives and quality standards.
2. Assist in the provision of an efficient and effective new construction service in various allocated areas, in accordance with predetermined schedules, including responsibility for the security and safe use of plant, equipment and tools used, including hired operated plant.
3. Comply with all Health and Safety Legislation, CDM Regulations, Method Statements, Risk Assessments. COSHH assessments and Safe Operating Procedures. Operate hand and power tools and other items of plant and equipment in a safe and secure manner and be competent in the use of all personal protection equipment
4. Work with Construction Managers and Designers to ensure projects are delivered to designed standards within budget and within programme.
5. Maintain records of progress by way site diaries, recording of all activities both direct and by contractors and compilation of as built drawings for each project.
6. Working knowledge of CDM 2007 Regulations and full understanding and application of the requirements therein for construction sites.
7. Be aware of and comply with Health and Safety Regulations and Requirements and attend safety courses as necessary to obtain accreditation / certification and deliver regular toolbox talks to maintain health & safety awareness of operatives and colleagues.
8. As necessary, drive and operate a range of specialist vehicles to provide efficient and effective logistical support.
9. Carry out place of work assessments, undertake dynamic risk assessments and make sure all requirements are in place prior to commencement of any works.
10. Adhere to all Health and Safety Method Statements, Risk Assessments PPE such as ear and eye protectors, high visibility clothing, etc.
11. Location of underground services using a cable locator and public utility service drawings and plans prior to excavation. Excavate with extreme care in the vicinity of live public utility service cables and pipes.
12. Capable by means of training and accreditation to drive construction plant and machinery such as road rollers and mini excavators with front and rear shovel.
13. Day to day driving and security of non HGV vehicles such as light pickups and vans.
14. Excavation works taking all necessary health and safety precautions including designing or selecting appropriate formwork for shoring up as necessary.
15. Ensure all team members complete vehicle and plant log sheets and weekly time sheets for costing purposes.
16. Liaise with streetlighting section on laying of cables, installation of lighting columns and other electrical installations.
17. Training will be made available for duties as applicable to the post.
18. It is expected that the post-holder will work in a way which furthers the values of the organisation, with particular reference to customer care, equal access and opportunity and quality of service.

19. Complete, or ensure the completion of, all necessary paperwork to accurately record the resources used and progress of work in accordance with corporate procedures.
20. Ensure the safety of other employees and the public in relation to the work undertaken including the safe use of all plant, equipment and tools.
21. Liaise with service users and members of the public in a courteous and respectful manner.
22. Ensure the team completes all categories of work within the time, quality and specified service standards.
23. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.
24. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained.
25. Ensure the team respond to and deal with simple problems referring more complex issues to immediate supervisor.
26. Carry out routine vehicle driver and equipment operator checks in accordance with established procedures

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical Requirements	Regular moving and handling of plant, equipment and materials using mechanical aids where provided.
Transport requirements:	Frequency of driving will vary depending on the team size and the nature and location of the work and will include the routine driver and operated plant checks in accordance with required procedures
Working patterns:	Normal working week, Monday to Friday with occasional evening, weekend and emergency call out work
Working conditions:	Normally outside working in all weather and traffic conditions

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PERSON SPECIFICATION

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Essential	**Desirable**	**Assess by**
Qualifications and Knowledge		
NVQ level 3Qualification in an appropriate subject and the ability to work towards a relevant NVQ Level 4 Qualification Very Considerable relevant knowledge of the range of required tasks together with the operation of associated tools and equipment Understanding and considerable Knowledge of Health and Safety legislation and requirements relating to a highways construction and maintenance environment Understanding and considerable knowledge of European Working Time and Driving Regulations	NVQ level 4 qualification in a relevant subject Qualification in Health and safety site and construction management HNC Construction or civil engineering. Previous experience in a related area of work. Relevant LGV/HGV licence.	
Experience		
Substantial experience of the construction industry in a supervisory position The ability to drive a range of vehicles. Substantial experience in various skilled roadworker activities.		
Skills and competencies		
Ability to understand and comply with complex detailed spoken and written instructions, plans drawings and schedules Ability to measure and calculate work requirements and keep accurate work records Ability to drive a variety of work related general purpose vehicles up to 7.5 Tonnes. Ability to work to line and levels and set out work from descriptions or plans. Able to keep basic work records. Able to plan, organise and prioritise resources and staff, including own time.	Ability to use Information Technology systems Ability to drive a work related vehicle over 7.5 Tonnes Ability to operate Winter Services vehicle and associate plant Specialist skills associated with the operation and maintenance of hand and power tools.	
Physical, mental, emotional and environmental demands		
Some driving, with frequent walking, lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards. Able to cope with the regular limited level of physical demands. Able to maintain general awareness for safe working conditions with some periods of concentration. Some contact with service users and the public which results in limited emotional demands. Ability to operate outdoors in all weather conditions.		
Motivation		
Reliable and attend work punctually Committed to the ethics of public service, quality and customer standards Ability to follow instructions to achieve tasks and objectives Ability to change by adopting a flexible and cooperative attitude Demonstrates integrity and upholds values and principles.	A willingness to undertake job related training.	
Other		