

Northumberland County Council

JOB DESCRIPTION

Post Title: Highway Maintenance Senior Team Leader	Director/Service/Sector: Local Services, Technical Services		Office Use
Band: 7	Workplace: Area Based		JE ref: 3237
Responsible to: Area Highways Manager	Date: 24 February 2016	Manager Level: N/A	HRMS ref:
Job Purpose: <ul style="list-style-type: none"> To ensure that the County Council complies with its duty to maintain the public highway in a safe condition. To assist the Area Highways Manager in carrying on the full range of duties and as part of the team to provide an economic and efficient service, which satisfy the requirements of the County Council and other clients of the County Council. 			
Resources Staff:	Direct supervision of Highways Inspectors. Delegation of work to and co-ordination of operational staff, as required		
Finance:	Assist in delivery of major projects as part of a team and deliver individual projects, which will vary in value from a few hundred pounds to those up to £1M in value.		
Physical:	Project Programmes, As-Built Records		
Clients:	Various Internal Departments of NCC & various external clients – these vary from year to year		
Duties and key result areas: <ol style="list-style-type: none"> Act as first line co-ordination to supervise, performance manage, instruct and direct highways inspectors and maintenance gangs. Carry out staff appraisals as required. Provide technical and legal support to the area based operations, to ensure highways maintenance requests are processed; investigate problems and identify solutions which are prepared in line with the County Councils policy and financial framework. Ensure Public liability Claims and Immobile property damages are investigated and the relevant documentation processed Ensure all necessary documentation and records are provided, certified and maintained to ensure a satisfactory Section 58 Defence Attend Court as and when required to represent the Council regarding insurance claims. Take a lead role in the recovery of costs caused to the Highway and it's apparatus as a result of damage by 3rd parties Ensuring compliance with Highways Act, Land Drainage Act, European Working Time Directive, European Drivers hours and Streetworks regulations Liase and co-ordinate with other members of the highways teams to ensure the provision of an effective and efficient service Assist with the investigation and preparation of future maintenance schemes. Direct maintenance and other activities including winter services and emergency responses and provide out of hours cover as required. Promote and maintain operational procedures and safe systems of working to comply with health and safety and employment legislation, including the CDM2015 regulations; carry out and communicate risk assessments, method statements, operational procedures and toolbox talks. Optimise the safe use of labour, plant and materials to ensure work is carried out to the specification and in a cost effective way. Ensure that all necessary documentation and records are provided, certified and maintained. Monitor the workforce and determine any training requirements in liaison with highway inspector and maintenance gang. Carry out inspections. Monitor and report both authorised and unauthorised works obstructions or nuisance within the highway. 			

17. Assist with the delivery of an effective winter maintenance policy by interpreting meteorological data and other information to enable initial and on-going decisions to be made with regard to the treatment of the road network within Northumberland. Monitor weather conditions and carry out any necessary action. Ensure accurate records are maintained and relevant documentation processed. Direct clearance of the highway network during severe weather conditions using in-house and external resources
18. Assist with the compilation and management of rotas for winter maintenance operations following consultation with supervisors and workforce and ensuring compliance with current legislation.
19. Review and recommend training requirements for winter maintenance staff and operatives
20. Monitor and co-ordinate resources for winter maintenance operations
21. Promote good customer relationships throughout the service delivery, liaise and arbitrate with elected members, clients and sub- contractors, support services and other directorates of the County Council, area Committees, Parish and Town Councils, statutory undertakers, other external bodies and stakeholders.
22. Foster a team working environment, liaise and coordinate with other members of the maintenance team to ensure the provision of services of effective and efficient maintenance services.

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

Work Arrangements

Transport requirements: Working patterns: Working conditions:	The work involves visiting construction sites & attend project management meetings & other meetings & workshops. Flexible working arrangements with the requirement to work outside of normal working hours as required. Based at the Area Office but expected to undertake site related activities on occasions in various weather conditions.
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Northumberland County Council
PERSON SPECIFICATION

Post Title: Highway Maintenance Senior Team Leader	Director/Service/Sector: Local Services, Technical Services	Ref:
Essential	Desirable	Asses s by
Knowledge and Qualifications		
<ul style="list-style-type: none"> ● Relevant qualification in a civil engineering related subject at Level 5 (HND) ● Registered with the Construction Skills Certification Scheme at a Supervisory Level. ● Theoretical, practical and procedural knowledge in relation to the specialist area of winter maintenance 	<ul style="list-style-type: none"> ● Relevant qualification in a civil engineering related subject at Level 6 (degree) and registered with Engineering Council at I.Eng level. ● Registered with the Construction Skills Certification Scheme at a Management Level. 	

Experience		
<ul style="list-style-type: none"> ● Recent experience in providing, organising and supervising highway maintenance including winter maintenance in a large technical organisation ● Experience of project managing small to medium civil engineering projects. ● Experience of estimating, preparing BOQ's and project management. ● Experience of managing budgets ● Experience of negotiations with clients, trade unions, general public, staff and other authorities ● General site experience on highways projects. ● Knowledge of the technical, professional, legal and commercial issues ● Knowledge of construction and commercial practices in the public sector. 	<ul style="list-style-type: none"> ● Experience of Surveying and Setting Out; ● Experience of project budget monitoring; ● Experience of winter services and weather related emergencies ● Experience of project managing a group of projects simultaneously; 	
Skills and competencies		
<ul style="list-style-type: none"> ● Knowledge of relevant codes of practice and design standards; ● Knowledge of Highways Act 1980 and other highway legislation ● Knowledge of full range of highway maintenance techniques ● Ability to communicate technical issues to a non-technically informed audience in a simplified understandable manner; ● Competent on a wide range of IT applications including Mayrise. ● Knowledge and application of health and safety legislation including CDM 2015 Regulations ● An objective and rational approach to problem solving and decision making ● Good interpersonal, motivational and communication skills with the ability to guide, advise, negotiate and persuade ● Self motivated, adaptable and resourceful with ability to work on own initiative. ● Effective planning and organisational skills. 	<ul style="list-style-type: none"> ● ECDL (European Computer Driving Licence); ● Demonstrable record of successful business, technical & people management; ● The ability to prepare objective reports for senior managers and clients. 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> ● Willingness to accept responsibility in the absence of Senior Staff; ● Ability to deal sensitively with members of the public who may be dissatisfied with the activities of the Council ● Prepared to work out doors in all weather conditions. ● Able to maintain general awareness for safe working conditions with some periods of concentration as well as lengthy periods of 	<ul style="list-style-type: none"> ● Willingness to work outside hours to meet project targets. 	

<p>enhanced concentration, for example, during winter maintenance operations</p> <ul style="list-style-type: none"> • Requirement to remain alert for traffic and other potential hazards both when on public highway and on construction site. 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits