**Job Capsule Supplementary Information: Highways Team – Area Engineer**

**This supplementary information for Area Engineer is for guidance and must be used in conjunction with the Job Capsule for Job Family Business Service Technical. Job Level 3 Zone 2**

**Role Purpose:**

To supervise and maintain all maintenance and planned schemes of work allocated by the Highways Manager

**Example outcomes or objectives that this role will:**

* Co-ordinate the implementation of schemes of work relating to repairs and improvements to all highways belonging to Camden.
* Inspect, monitor and report on the work carried out by the term contractor to ensure the effective delivery of our reactive maintenance contract to protect the council from third party claims and maintain our highway assets to a high standard.
* Review budgets for Schemes of Work and ensure that work orders are distributed to contractors.
* Draw up and send defect notices to external contractors.
* Report on specific areas of expenditure as directed by the Highways Manager.
* Maintain daily records and progress reports of all allocated Schemes of Work.
* Maintain awareness of changes or developments in the Highways Act 1980 and all relevant legislation.
* Use, promote and provide information for the development of I.T. systems to ensure that the service makes the best use of technology.
* Actively contribute to project management, prioritisation of works programmes both capital and revenue, and delivering these within agreed constraints. This includes the ability to contribute to the management of contract procedures, conditions, specifications, tender evaluation, project management and financial management procedures in a contractual environment.
* Work collectively with other Area Engineers to ensure service provision between the hours of 9am to 5pm.

**People Management Responsibilities:**

No direct supervision or managerial responsibility but may be required to oversee agency staff or consultants as and when required.

**Relationships:**

The post reports directly to the Highways Manager

The post holder will carry out daily contact with other officers, councillors, members of the public, outside agencies, residents’ groups and other lobby groups, contractors, suppliers outside and within the Council and not necessarily at the same location.

**Work Environment:**

The job entails both working in an office and regular site visits. The team is based at 5 Pancras Square.

The post holder will:

* Conduct site visits with contractors to assess progress of works
* Conduct site visits upon completion of schemes of work to assess against works specification and verify works completed in accordance with Camden’s specifications.
* Maintain the highest health and safety standards and minimise inconvenience to the public.
* Occasionally attend meetings or other out-of-hours events on occasion; reasonable notice will be given under these circumstances.
* Need to travel to meetings and to site on a regular basis which may involve exposure to potential hazards.
* Be responsible for the implementation and monitoring of reactive and planned schemes
* Manage the day to day implementation of schemes to make sure that they are on budget and on time and provide timely information as requested by the Highways Manager.
* Be creative and innovative on a frequent basis as the job holder is responsible for managing projects, seeking solutions to problems and changing environments.
* Develop reports, review contracts and assist in making recommendations for policy and procedures.

**Technical Knowledge and Experience:**

The post holder will have one of more of the following:

* Qualification in Engineering/ Transportation with successful high quality post qualification experience would be desirable
* Proven track record of successful high quality professional, engineering experience in one or more of the functional areas of the service.

The post holder will be able to:

* Communicate effectively (both written and orally) and to present complex information and advice clearly and concisely, at all levels within and outside the Council.
* Implement and maintain those management and administrative systems, including IT systems and performance review systems, necessary for the delivery of cost effective, high quality services.
* Prioritise and work effectively, under pressure and within tight schedules.
* Monitor contractor performance and identify improvements.
* Manage and control the financial affairs and resources of assigned projects.
* Work constructively across professional boundaries and sectors.
* Be a pro-active team player, good communicator, responsive.
* ~~to~~ Analyse complex problems and develop strategic, creative and practicable solutions.
* Demonstrate a minimum of successful professional engineering experience in one or more disciplines within the Engineering Service.

The post holder will have:

* A proven track record of successful high quality professional, engineering experience in one or more of the functional areas of the service.
* Experience in contract co-ordination and prioritisation of works programmes, and delivering these within agreed constraints including ability to manage within contract procedures, conditions, specifications, tender evaluation, project management and financial management procedures in a contract environment.

**Camden Core Behaviours – identify the level relevant to role for the 5 Camden core behaviours:**

*(Refer to Camden Behaviour framework)*

|  |  |
| --- | --- |
| Core Behaviours | |
| Adaptability | 2 |
| Customer service | 2 |
| Driving Improvement | 2 |
| Working together | 2 |

**Camden Additional Behaviours – identify one or two relevant additional behaviours with the appropriate level for this role:**

*(Refer to Camden Behaviour framework)*

|  |  |
| --- | --- |
| Confidence & Resilience | 2 |
| Analysis & Judgement | 2 |

**Structure Chart – please insert or attach an up to date structure chart showing this role**