

Job Description and Person Specification

Job title:	Project Engineer
Directorate:	Place
Service:	Environment
Team:	Projects
Post number:	00328
Salary grade:	H/I
Work location:	Market Street
Reports to:	Principal Engineer
Supervises:	N/A

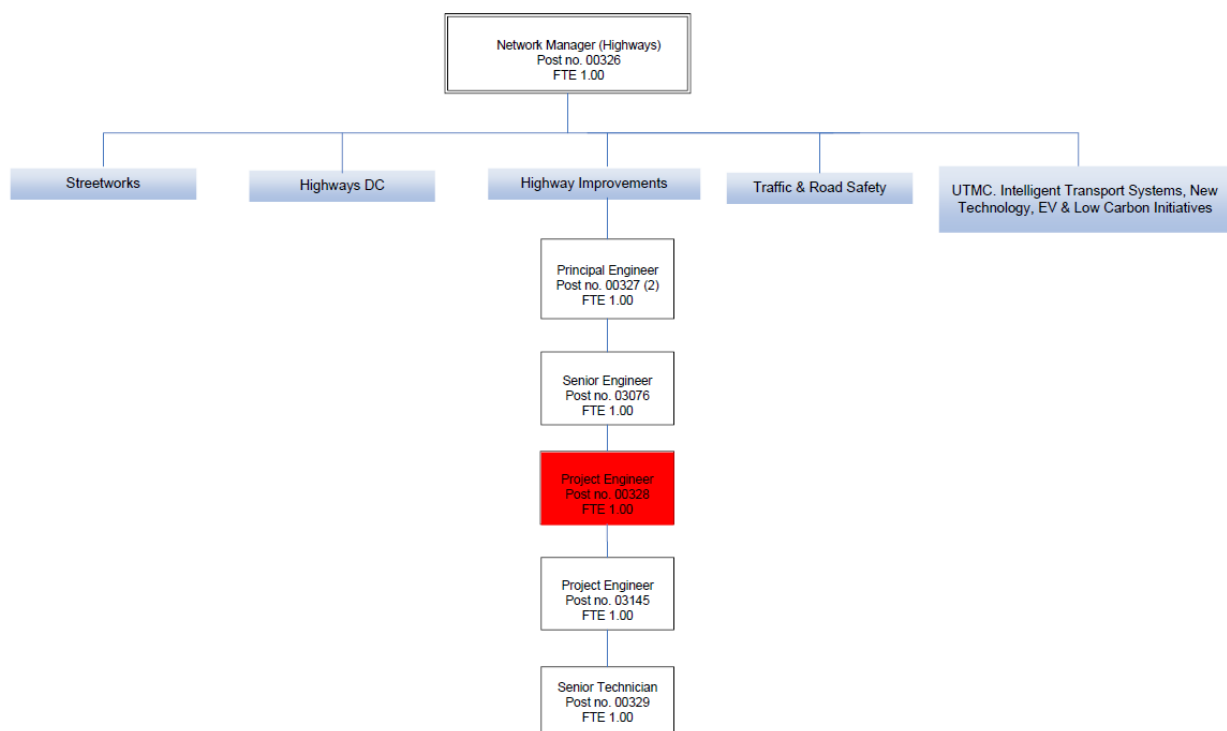
Job Purpose

To provide professional and technical advice on matters relating to highways engineering services and contribute/lead to the delivery of the annual Capital Programme and other schemes.

To contribute to the delivery of network improvements in West Berkshire and in particular highway projects/wider Council priorities.

Structure Chart

Network Management Team (Highways)



Main Duties and Responsibilities

As a member of the Projects team, under the general direction of the Network Manager & Principal Officers :

- To provide professional and technical services consistent with the post holders qualifications and experience in relation to the delivery of transport and countryside services in West Berkshire and in particular highway improvement projects. To assist in delivering the Council's Highways Capital Programme.
- Design/prepare contract documentation, manage and supervise the construction of highways and other associated engineering projects.
- Compile specifications and bills of quantities for highway works.
- To prepare contract documentation for civil engineering works.
- Oversee Contractors, Consultants and Suppliers engaged in the delivery of projects and services.
- Liaise with elected members, parish councils, members of the public, representatives of other authorities and external organisations on matters relating highway improvements.
- Take a leading role in negotiations with statutory undertakers and developers.
- To assist in the review and implementation of systems and standards to secure the delivery of the service.
- Ensure that best value in delivery is achieved through effective management of projects delegated to the postholder.
- Ensure that projects for which the postholder is responsible comply fully Health and Safety legislation, in particular the CDM Regulations.
- To ensure that the actions taken by the postholder comply with Council Policy, the Council's Standing Orders and Financial Regulations and the Code of Conduct for Council Officers.
- To recognise Health and Safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.
- Must actively work to achieve continuous personal & professional development.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity;
- Adhere to the standards set out in the WBC competency framework

Scope (impact on/control of resources, people, money etc)

The postholder will be responsible for Budgetary/Scheme Control – Up to £500,000.

Person Specification	
Qualifications	Essential/ Desirable
Degree or equivalent in a technical or engineering subject.	Desirable
Professional qualification (eg I. Eng or C. Eng and membership of an appropriate institution).	Desirable
Experience	
Minimum 3 years experience of working on highway improvements	Essential
Experience of supervising contractors and consultants relevant to the delivery of highway improvements	Essential
Experience of working in service provision and dealing with the public	Essential
Site supervision experience of highways schemes	Essential
Knowledge and understanding	
Ability to draft Bills of Quantities and knowledge of the method of measurement for highway works and contract documentation/processes	Essential
Working knowledge of the CDM Regulations	Essential
Knowledge and use of sustainable transport practices and design	Essential
Knowledge and use of LTN1/20	Desirable
Skills and abilities	
Ability to use Microsoft Office (Word, Excel, PowerPoint, etc.)	Essential
Ability to communicate effectively and explain technical issues to a wide range of people, stakeholder, councillors, verbally and in writing	Essential
Ability to prioritise and manage a complex workload	Essential
Detailed understanding of AutoCad and highway design highway related add-on packages	Essential
Work-related personal qualities	
Committed, enthusiastic and approachable.	Essential
Able to recognise and develop opportunities for service improvements	Desirable
Other work-related requirements	
Available to work occasional nights, evenings, weekends and to attend Council or stakeholder meetings	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential
Full, driving licence	Essential