

## Job Description and Person Specification

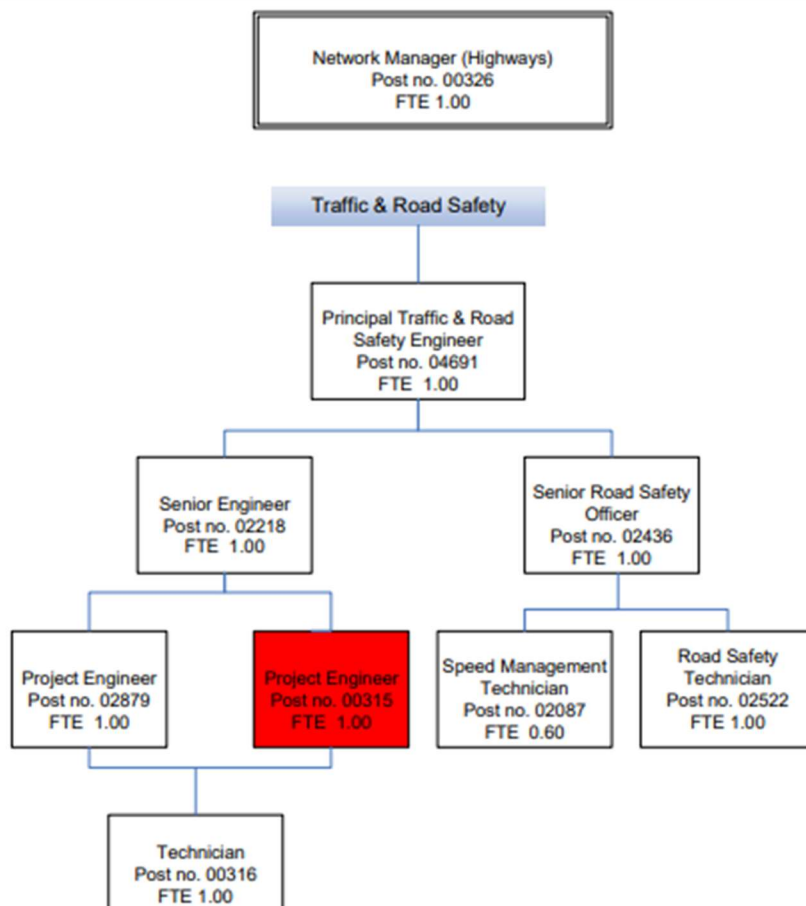
<b>Job title:</b>	Project Engineer
<b>Directorate:</b>	Place
<b>Department:</b>	Environment
<b>Team:</b>	Traffic & Road Safety
<b>Post number:</b>	00315
<b>Salary grade:</b>	H/I
<b>Work location:</b>	Market Street
<b>Reports to:</b>	Senior Engineer (02218)
<b>Supervises:</b>	N/A

### Job Purpose

To contribute to the regulation and safe management of traffic in West Berkshire, in particular through highway engineering projects.

To contribute to the provision of professional advice to the Council in relation to the regulation and safe management of traffic.

### Structure Chart



## Main Duties and Responsibilities

As a member of the Traffic and Road Safety team, under the general direction of the Network Manager & Principal/Senior Engineers :

- Provide professional and technical services consistent with the post holder's qualifications and experience in relation to the delivery of Traffic and Road Safety engineering projects. To assist in delivering the Council's Highways Capital Programme.
- Design, manage and supervise the construction of highway works and other associated engineering projects associated with Traffic and Road Safety; with specific emphasis on delivering and managing map based parking schemes.
- To undertake physical site visits and inspections under minimal supervision.
- Direct interaction with residents, parish councils, ward members, contractors and representatives of the emergency services. Occasional attendance at project related meetings outside of core hours when required.
- Compile specifications, bills of quantities and contract documentation for highway works.
- Assist in the review and implementation of systems and standards to secure the delivery of the service.
- Investigate and respond as necessary to the highway implications of planning applications for developers' projects on behalf of the Council.
- Investigate and respond as necessary to Traffic and Road Safety issues raised by stakeholders.
- Investigate records of road traffic collisions using AccsMap or other software with a view to identifying patterns which may require engineering measures to prevent recurrence.
- Manage the parking GIS layer on the Council's interactive mapping system.
- Understanding of current Parking Legislation.
- Ensure that best value in delivery is achieved through effective management of projects delegated to the post holder.
- Ensure that projects for which the post holder is responsible comply fully with Health and Safety legislation, in particular the CDM Regulations.
- Administer civil engineering contracts and financial transactions.
- Ensure that the actions taken by the post holder comply with Council Policy, the Council's Standing Orders and Financial Regulations and the Code of Conduct for Council Officers.
- Actively work to achieve continuous personal & professional development.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

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

The post holder will be responsible for keeping budgetary records for projects up to £250,000.

Whilst the post holder does not have formal line management responsibilities, it is expected that they will supervise and assist a Senior Technician/Technician.

<b>Person Specification</b>		
<b>Qualifications</b>	<b>Essential/ Desirable</b>	<b>Criteria ref.</b>
Relevant Degree or HNC plus 3 years (or equivalent) in Civil Engineering experience (Grade H)	Essential	1
Relevant Degree plus 1 year or HNC plus 5 years (or equivalent) experience in Civil Engineering (Grade I)	Essential	2
Professional qualification	Desirable	1
Formal Project Management qualification	Desirable (Grade H) Essential (Grade I)	2  3
<b>Experience</b>		
Experience of working in service provision and dealing with the public, elected members and other stakeholders.	Essential	1
Experience of Highway design and /or Parking scheme design	Essential	2
Site supervision experience.	Desirable	1
<b>Knowledge and understanding</b>		
Knowledge and Understanding of current Parking Legislation	Essential	1
Knowledge of the method of measurement for highway works	Desirable (Grade H)/ Essential (Grade I)	1  2
Knowledge of relevant legislation, including the Highways Act 1980 and Road Traffic Regulation act 1984 and TSRGD (2016) or latest	Essential	3
Knowledge of the Engineering and Construction Contract	Desirable	2
Working knowledge of the CDM Regulations, in particular the duties of the Designer	Desirable (Grade H)/ Essential (Grade I)	3  4
Understanding of the Planning process	Desirable	4
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	Essential	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential	2
Understanding and use of GIS	Essential	3
Ability to use AutoCAD and highway design related add-on packages.	Essential	4
Ability to use a financial management software application	Desirable	1
<b>Work-related personal qualities</b>		
Committed, enthusiastic and adaptable.	Essential	1
Excellent presentational, verbal and written communication skills, with the ability to relate well to colleagues, elected members and project stakeholders.	Essential	2
Willing to pursue further education and professional qualifications.	Desirable	1
<b>Other work-related requirements</b>		
Full, clean driving licence	Essential	1
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	Essential	2

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members of the public providing advice and using any specialist terminology appropriate to the role is essential for the post		
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