



South Tyneside Council

ECONOMIC REGENERATION

JOB DESCRIPTION

POST TITLE: Traffic Engineer

GRADE: Band 7 - 8 (Career Grade)

RESPONSIBLE TO: Road Safety Manager, Highways and Transport

RESPONSIBLE FOR: Technician

Overall Objectives of the Post:

To be responsible for all relevant technical engineering aspects of service provision, improvement and delivery, as allocated, in relation to the Borough's highways infrastructure and environment.

Key Tasks of the Post:

1. *You will be responsible for delivering a high quality, customer focussed service. You will:*

- Ensure all technical, design and subsequent operational work is carried out to high standards in accordance with legislation, current standards and best practice.
- Prepare programmes of work and action plans in line with your level of competence and experience.
- Investigate, analyse, formulate options/solutions and arrange for projects to be completed within agreed timescales.
- Ensure that projects are managed and monitored for progress, budget and customer service standards in accordance with the current standards, legislation and best practice relevant to the team's remit.
- Embrace new developments in the team's field of responsibility and apply these effectively.
- Contribute to Quality Assurance, where appropriate.
- Contribute to key performance indicators and Group's service plan.

2. *You will be responsible for contributing to a great team. You will:*

- Be responsible for keeping the Road Safety Manager and other colleagues informed so that work and activities are co-ordinated across the service.
- Work with and motivate team members so that a high quality service is achieved consistently.
- Advise and involve Members, as necessary, on relevant issues, prepare and present reports for committees, forums and other formal groups as required.
- Liaise with individuals and groups with a stake in the issue or project being dealt with.
- Assist with the Group response to major and minor emergency situations as required.

3. You will be responsible for establishing the right partnerships to deliver high quality services. You will:

- Assist in maintaining effective working relationships between management, employees and trade unions.
- Contribute to and promote potential new partnerships and opportunities to improve the quality of service provision.
- Work in partnership with other service providers, developers and funding partners to ensure the co-ordination of environmental and highways infrastructure works across the Borough.

4. You will be responsible for managing a work programme. You will:

- Assist in the development of strategic plans to improve and maintain infrastructure.
- Assist in the planning, management, delivery and monitoring of programmes and projects in relation to progress, finance and service objectives.
- Identify, implement and manage projects from conception through to completion, within agreed timescales and budgets, including: design, new build, maintenance, rehabilitation and strengthening.
- Inspect and investigate infrastructure to determine condition, identify engineering requirements and propose appropriate solutions.
- Prepare designs, contract documents, related information and progress projects through procurement routes.
- Co-ordinate and control operational activities and administer contractual matters to ensure that safe working practices and codes of practice are adhered to, disruption to services users and residents is minimized and that work is carried out to specified standards and in compliance with contractual and other related arrangements.
- Maintain and update appropriate information management systems and related technical records.
- Source, organise and manage consultants, contractors and other specialists in relation to investigation, design and construction processes.
- Work in partnership with other service providers, developers, funding partners to ensure the co-ordination of infrastructure works across the Borough.

5. You will be responsible for making a corporate contribution. You will:

- Assist in ensuring that all policies, practices, legislation and codes of practice are adhered to.
- Ensure that auditable systems are in place and that probity is maintained.
- Ensure that information is properly communicated.
- Assist in the training and development of staff in the team
- Relate your work to the Members and the people of the Borough in a way that makes sense and contributes to tackling cross-cutting issues.
- Manage all resources to ensure that:
 - Services are procured to ensure 'value for money';
 - Services are delivered on time and within budget;
 - Staff are motivated, developed and deployed effectively and work in a healthy and safe environment;
 - Effective use is made of land, buildings and other resources.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: PF/KDS

Date: 30/09/2019