

**Job Description**

**Job Title:** Highways Clerk of Works

**Salary Grade:** 5 - £23,836 to £26,317

**SCP:** 17 - 22

**Job Family:** Operational Services

**Job Profile:** RT4A

**Directorate:** City Development Directorate

**Work Environment:** South Hylton House & Various Site Locations, within the City of Sunderland

**Reports to:** Highways Operations Manager

**Number of Reports:** None

**Purpose:**

Monitor the work of the Council’s and external contractors that carry out highways & drainage/ civil engineering works for Sunderland City Council to ensure that work is undertaken to the City’s standards, specification and schedules.

**Main Duties and Responsibilities:**

Familiarise yourself with all the relevant drawings, specifications and written instructions, and referencing same when inspecting the work on Highways contracts

Undertake visual inspections

Taking measurements and samples on site to ensure that work and materials comply with specifications and quality standards

Have a working knowledge of health and safety legislation and bring any shortfalls observed to the attention of Site Manager/ personnel

Have a knowledge/ understanding of the industry, including materials, trades, methods and legal requirements

Must be vigilant to make sure that the work and materials meet the required standard

To maintain and develop meaningful communications and working relationships with other Services, Directorates, Councils, External Agencies and National Bodies

Keep detailed records of various aspects of the work Including:

* Progress and any delays
* Number and type of workers employed
* Weather conditions
* Visitors to the site
* Drawings received
* Deliveries
* Instructions
* Details of any significant events including any serious deficiencies in health or safety performance observed while on site.

Assist the Highways Operations Manager/ Group Engineer in:

* + Creating a culture of ‘Continuous Improvement’ across the Highways Service
  + Ensuring a high level of service performance and delivery, project commissioning and customer satisfaction.
  + Developing and progressing innovative methods for the delivery of operational services by monitoring and assessing new technology/ working practices.

To be fully conversant with the requirements of H.A.S.A.W.A., the Health and Safety at Work Regulations and The C.D.M. Regulations and all other Council policies.

To promote the Council wherever possible and champion a positive organisation- wide culture that reflects the Council’s values.

Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council.

Comply with the principles and requirements of the Freedom of Information Act 2000

Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.

Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.

Comply with the principles and requirements in relation to the management of Council records and information ; respect the privacy and personal information held by the Council.

To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council

**Author: Graeme Hills**

**Date: 12/09/2019**