 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b> Community Services, Environment and Culture		<b>Service Area:</b> Highway, Transport and Design
<b>JOB TITLE:</b> Engineer - Network & Traffic Team		
<b>GRADE:</b> I/J/K		
<b>REPORTING TO:</b> Principal Engineer – Network & Traffic Team		
<b>1.</b>	<b>JOB SUMMARY:</b> To support delivery of the Councils Traffic and Network Management Duty by ensuring effective and efficient performance and management of the Highway Network including traffic management associated with street works, events and extreme weather.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
1	Assist the Principal Engineer with the responsibility for the effective, efficient, performance and management of the highway network.	
2	Support the Council's Traffic Manager in the delivery of the statutory Highway Network and Traffic Management duties, ensuring compliance with the relevant technical, services, statutes and legal standards relating to the Authorities highway and transport network.	
3	Assist the Network and Traffic Manager in ensuring robust financial management and forward planning is in place and regularly monitored to ensure the Network and Traffic Team meets its targets and manages available resources within budget and timescales.	
4	In conjunction with Senior Officers ensure that extreme weather events are managed and communicated as effectively as possible to minimise the effects on the highway network.	
5	Represent the Council at meetings/working groups as required and liaise and deal with queries from residents, local Ward Councillors and other stakeholders in an effective and timely manner.	
6	Provision of professional advice regarding the authorities highway network and communication of complex and contentious information at a highly developed level to a range of audiences, both orally and in writing.	
7	Assist the Network and Traffic Manager and Principal Engineer in managing performance and standards relating to the highway network, through review of the associated plans, policies and strategies, ensuring compliance with associated national guidance.	

8	Ensure that service level agreements relating to cross boundary arrangements are adhered to and updated as and when necessary.
9	Assist junior officers by providing advice, guidance and training as appropriate.
10	Responsible for the management and reporting processes of adopted highway records and data, including paper and electronic records, submission of regular national data returns and attendance at regional/national collaboration events.
11	Ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.
12	Build and maintain relationships with external stakeholders (such as regional local Highway Authorities, associated contractors, statutory utility companies, National Highways, Framework Partners and Tees Valley Combined Authority).
13	Operate and participate as necessary in the Councils Emergency Plan and call-out procedures.
14	Manage, maintain and update software systems associated with the Network and Traffic team.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description May 2023**



## PERSON SPECIFICATION


Job Title/Grade	Engineer (Network & Traffic)	
Directorate / Service Area	Community Services & Transport / Highways, Transport & Design	
Post Ref:	TBC	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications / Training	<ul style="list-style-type: none"> <li>• Minimum of 3 A-Levels at Grade C or above, or equivalent experience.</li> <li>• Minimum of 5 GCSEs Grade A*-C/9-4 or equivalent including English &amp; Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in a relevant subject.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Experience in street works, traffic &amp; network management discipline.</li> <li>• Knowledge of relevant legislation including New Roads and Street Works Act (NRSWA) 1991 and Traffic Management Act 2004.</li> <li>• Working as part of a team as well as demonstrating use of own initiative.</li> <li>• Prioritisation of work to meet deadlines.</li> <li>• Experience in completing complex, technical tasks to a high standard and to set deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in making presentations in a public setting and at Committee meetings and working parties.</li> </ul>	Application / Interview

	<ul style="list-style-type: none"> <li>• Experience in decision making covering complex and varied issues.</li> <li>• Experience of dealing with high volumes of customer queries from stakeholders.</li> </ul>		
<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• The ability to read and interpret engineering drawings, maps and historical records.</li> <li>• Ability to work in an organised and methodical way to analyse and solve problems logically.</li> <li>• Demonstrate sound technical aptitude and attention to detail.</li> <li>• Ability to understand and apply regulations and written instructions.</li> <li>• Be articulate and able to converse confidently in a pleasant and professional manner.</li> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues to a wide range of people and organisations</li> <li>• Ability to develop and implement service policies and strategies within a political environment.</li> <li>• Ability to demonstrate customer sensitivity and awareness.</li> <li>• Ability to prioritise service issues and to balance implementation between personal involvement and delegation to others.</li> <li>• Ability to supervise professional staff engaged in the particular service area for the authority.</li> <li>• Ability to manage and control capital and revenue budgets.</li> <li>• Familiarity with and ability to adapt to Information Technology requirements.</li> </ul>		<p>Application / Interview</p>

Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li><li>• Committed to own personal development &amp; the ability to benefit from training relevant to the post.</li><li>• High personal standards of self-discipline in working to deadlines.</li><li>• Highly motivated, and not easily discouraged.</li><li>• Flexible approach to work.</li><li>• Confidentiality and personal integrity.</li><li>• The personal demeanour and credibility, which inspires confidence and motivates colleagues.</li></ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"><li>• Should be able to vary working hours to incorporate evening and weekend meetings as required.</li><li>• Ability to travel is a requirement of the post for which an appropriate allowance is payable.</li></ul>		Application / Interview

**Person Specification dated May 2023**

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Community Services, Environment and Culture	<b>SERVICE AREA:</b> Highways, Transport & Design
<b>JOB TITLE:</b> Engineer	
<b>GRADE:</b> Career Grade I/J/K	
<b>JOB LOCATION / BUILDING:</b> Municipal Buildings, Church Road, Stockton-on-Tees	
<b>REPORTING TO:</b> Principal Engineer (Network & Traffic Team)	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
<b>Noise:</b> Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		<b>X</b>
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		<b>X</b>
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		<b>X</b>

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		<b>X</b>
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		<b>X</b>

Known Risk	Yes	No
<p><b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal)</p> <p>The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		X
<p><b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.</p>		X
<p><b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b>.</p>		X
<p><b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		X

Other Known Risks		
Known Risk	Yes	No
<p><b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to <b>drive a Council vehicle or regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.</p>	X	
<p><b>Food Handlers:</b> Employee will be preparing and handling food</p> <p><i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		X
<p><b>Night Workers:</b> Employee will be regularly working at night</p> <p><i>Optional Night Worker Questionnaire available</i></p>		X
<p><b>Lone Working (including Home Working):</b> Employee will be required to work alone.</p>	X	
<p><b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE)</p> <p><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p> <p>Working adjacent to live carriageways</p> <p>Working adjacent to high-speed carriageway i.e. over 40mph</p> <p>Working on construction sites near moving plant</p>	X X X	

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:



Date: 01/11/2023

**For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: [Occupational.Health@stockton.gov.uk](mailto:Occupational.Health@stockton.gov.uk)**