



**Directorate:**

Community Services, Environment and Culture

**Service Area:**

Community Services, Highway, Transport and Design

**JOB TITLE:** Principal Engineer (Highway Assets)

**GRADE: M**

**REPORTING TO:** Highway Asset Team Leader

**1. JOB SUMMARY:**

To contribute towards the effective management of the highway infrastructure assets, developing and delivering a long-term infrastructure asset management plan and providing professional advice as required.

**2. MAIN RESPONSIBILITIES AND REQUIREMENTS**

1

Assist the Highway Asset Team Leader with setting, monitoring and the effective expenditure of large budgets and the achievement of income generation targets within the service area.

2

Managing the Authority's highway infrastructure assets, through the development, delivery and periodic review of a suite of asset management policies, strategies and other associated documents.

3

Developing and implementing standards for those infrastructure assets, ensuring that there is a long-term and strategic approach to asset management.

4

Provision of professional advice regarding the authority's infrastructure assets and communication of complex and contentious information at a highly developed level to a range of audiences, both orally and in writing.

5

Assist the Highway Asset Team Leader in managing performance and standards relating to the highway infrastructure, through review of the Highway Infrastructure Asset Management Policies and Strategies.

6

Formulate a forward maintenance schedule based on sound condition data for all highway infrastructure assets.

7

Manage and maintain the highway infrastructure asset management software system.

8	Ensure compliance with the relevant technical, services and legal standards relating to the Authorities highway infrastructure, including interpreting associated reports and ensuring that appropriate remedial action is taken as required.
9	Manage the delivery of a wide range of highway infrastructure related projects, embedding the principals of project management in all asset maintenance schemes, in addition to supporting and managing the delivery of works as appropriate ensuring environmental impacts, social value and value for money are at the forefront of all works undertaken.
10	Ensure compliance with Health and Safety legislation and in particular the Construction Design Management (CDM) regulations and requirements for risk assessment/management.
11	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.
12	Ensure scheduled and reactive highway infrastructure inspections are undertaken in line with the specifications detailed within Highway Safety Inspection Manual.
13	Ensure that service level agreements relating to cross boundary infrastructure assets are adhered to and updated as and when necessary.
14	Operate and participate as necessary in the Councils Emergency Plan and call-out procedures.
15	Responsible for the supervision of Officers, providing advice, guidance and training as appropriate.
16	Represent and deputise for the Highway Asset Team Leader and/or Highway Manager as appropriate

### 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)	Ian Raine		03.10.23
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated October 2023**

## PERSON SPECIFICATION

Job Title/Grade	Principal Engineer – Highway Assets	Grade M
Directorate / Service Area	Community Services, Environment and Culture	Community Services, Highway Transport and Design
Post Ref:	TBC	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>Education to degree level in a relevant subject area or ability to demonstrate and significant level of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Membership of relevant professional body</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Experience in developing, managing and maintaining an asset management based system and any associated applications to ensure the highway service provides Best Value and sustainable solutions for maintaining the highway network.</li> <li>Experience of communicating both written and orally at different levels depending upon the audience.</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 service issues.</li><li>• Experience in managing projects, ensuring that project management processes are followed and reporting requirements are adhered to.</li><li>• Experience in ensuring network asset data and information is proactively collected and collated to enable the maximum development of asset intelligence to support the actions within the Asset Management Strategy and Policy.</li><li>• Experience in managing contracts ensuring that appropriate contract management arrangements are in place and contracts are tendered in line with Council procurement standards.</li><li>• Experience in identifying the forward works programme for Highway Assets prioritised on need and whole life solutions targeted at managing or improving asset condition ensuring the asset supports the Councils economic and growth priorities.</li></ul>		
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<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Ability to use AutoCAD software and other relevant software.</li> <li>• Ability to understand and communicate, both orally and in writing, complex technical issues.</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>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> </ul>		<p>Application / Interview</p>
<p>Other requirements</p>	<ul style="list-style-type: none"> <li>• Ability to benefit from training relevant to the post.</li> </ul>		<p>Application / Interview</p>

	<ul style="list-style-type: none"><li>• Willingness to work as part of a team.</li><li>• Enthusiastic and hard working</li><li>• Ability to apply initiative.</li><li>• High personal standards and self-discipline.</li><li>• Interest in extending level of knowledge.</li><li>• Able to travel independently across the borough.</li><li>• Should be able to vary working hours to incorporate evening and weekend work as required.</li></ul>		
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Person Specification dated

10/10/2023

 <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> Community Services, Highway Transport and Design
<b>JOB TITLE:</b> Principal Engineer – Highway Assets	
<b>GRADE:</b> M	
<b>JOB LOCATION / BUILDING:</b> Municipal Buildings	
<b>REPORTING TO:</b> Highway Asset Team Leader	

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.

<b>Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<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>


<b>Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.</b>		
<b>Known Risk</b>	<b>Yes</b>	<b>No</b>
<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><b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b></p>	X	
<p><b>Any Other:</b> Please identify any other known risks associated with this job role.</p> <p><b>Working adjacent to water courses</b></p> <p><b>Working adjacent to live carriageways</b></p> <p><b>Working adjacent to high-speed carriageway i.e. over 40mph</b></p> <p><b>Working on construction sites near moving plant</b></p>	X 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: 10/10/2023

**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)**