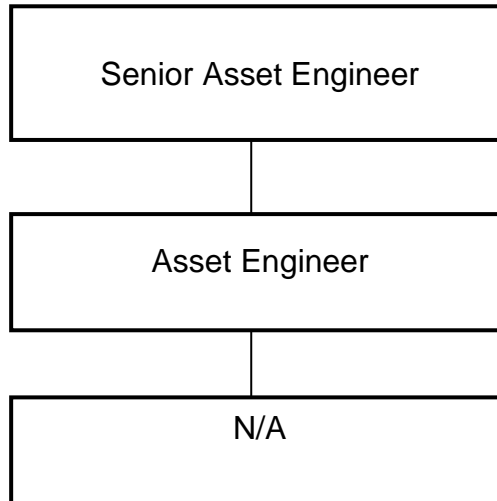




Job Description & Person Specification

| | | | | | |
|---------------------|----------------|--------------|----|------------------|---------|
| Post Title | Asset Engineer | | | | |
| JE Reference | W1261 | Grade | G+ | SCP Range | 30 - 32 |

Reporting line:



Job Purpose:

You will assist in developing effective highway asset management processes to enable long-term capital maintenance programmes to be produced, including the use of condition surveys. You will support the Senior Asset Engineer, in positively contributing to the achievement of the Council and Service's core values and strategies.

The key purpose of this job is to assist in producing the annual works programmes for the Council and support the Senior Asset Engineer, to deliver a cohesive service that provides joined up and co-ordinated responses to Council residents and external customers.

Relationships:

Accountable to: Senior Asset Manager

Accountable for: N/A

General Contacts: Colleagues, Elected Members, members of public/residents and businesses.

Key duties and responsibilities:

1. Use asset management policies and processes to contribute to and monitor the development of the long-term capital maintenance programme and assist in monitoring spend against budget.
2. Use ICT systems to support effective asset management for all of the council's highways assets.
3. Use all available data to develop the Council's rolling medium term highways capital maintenance programme based on sound asset management principles including net zero carbon.
4. Respond to complaints and queries that arise relating to highway asset management.
5. Ensure that the highways asset inventory database is kept up to date at all times.
6. Update all highway asset data in order to provide accurate information for the annual Whole Government Account return.
7. Assist in the development of the annual programme of carriageway and footway condition surveys and analyse the resulting data using ICT systems.
8. To assist in the management of the Council's engineering assets including undertaking condition surveys.
9. To assist in the Council's response to emergency incidents including adverse weather.
10. To ensure the Council is compliant with Construction (Design and Management) Regulations and other Health and Safety legislation on Engineering projects.
11. Review reports and quotations and forward on to relevant parties.
12. Provide timely responses to customer requests, complaints, FOIs etc.
13. Identify any investment projects and highlight to management for consideration.
14. Be familiar with the use of handheld electronic data capture equipment and other methods of data capture and to be able to use a computer and to understand the associated software packages and programmes.
15. To take immediate action on site to ensure public safety and compliance with all legalisation during emergencies and local Council initiatives.
16. To provide cover for the Senior Asset Engineer as and when required.
17. To work as required in the evenings, at weekends and at night as necessary as part of the Engineering Services out-of-hours emergency call-out system, Winter

Maintenance Programme and where necessary as part of any Streetscene operational need.

18. To attend works outside normal working hours as required on matters relating to Borough highways and to advise/direct contactors on appropriate emergency works to safeguard public safety.
 19. Contribute to a strong collective team in neighbourhoods, supporting colleagues and promoting innovation, integration of services and a positive culture.
 20. To assist the Highways and Engineering Services team in establishing a commercially focussed service including options for income generation with highways design and civil engineering delivery as part of the wider Streetscene service.
 21. Maintaining the National Street Gazetteer.
 22. Manging assets for Public Rights of Way.
 23. Responsible for maintaining the corporate GIS system relating to highway assets.
 24. Undertake and analyse technical surveys, coring, trial hole.
 25. Assist with the development of asset management policies.
 26. Laison with stakeholders and ward members prior to highway schemes being developed.
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General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the post.
2. To ensure that the Council's corporate Health & Safety policy is followed, and training is undertaken in all pertinent health and safety procedures.
3. To undertake the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.

9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management, and use of data.
 10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
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Last Updated: Apr 2024

Author: Simon Houldsworth

| POST TITLE | GRADE |
|----------------|-------|
| Asset Engineer | G+ |

NOTE TO APPLICANTS
 All points on the specification are important; those listed in the essential column are the key requirements. You should pay particular attention to those point and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| CRITERIA | NECESSARY REQUIREMENTS | | * M.O.A. |
|-------------------|---|--|----------|
| | Essential | Desirable | |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of planning, developing, and implementing solutions to engineering related problems • Experience of CDM, Health & Safety, Chapter 8, • Experience of Contract Management and Procurement. • Experience of working activities and knowledge relating to Engineering and Highways. • Experience in planning and supervising works on highway and engineering assets. • Experience of frontline delivery teams to deliver excellent customer services. • Experience of using technology to improve service efficiency. • Experience of improving in health and safety across operational services • Experience of implementing responses to major incidents which require Council | <ul style="list-style-type: none"> • Experience of project management | A, I, R |

| | | | |
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| | <p>resources.</p> <ul style="list-style-type: none"> • Experience of using highways asset management systems • Experience of monitoring contracts. | | |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Good written and verbal communication skills • Ability to resolve problems and work on own initiative. • Ability to identify and use innovative treatments and techniques. • Excellent interpersonal skills and an ability to work with people from a range of organisations and backgrounds including liaising with senior colleagues within the council and senior representatives from other organisations. • Excellent interpersonal skills in motivating members of staff, partners, and contractors • Political awareness, tact, and sensitivity • Deliver cost effective engineering and highway maintenance programmes, improve asset life cycle plans for 5 year works programmes alongside other major projects. • Competent in the use of IT and experience of using asset management systems (Symology Insight or similar) • Plan and supervise a range of highway condition surveys including where appropriate in partnership with other local authorities. • Undertake review and revise council asset data including ensuring Street Gazetteer • Ability to work independently, with minimal | | A, I, R |

| | | | |
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| | <p>supervision.</p> <ul style="list-style-type: none"> • Ability to remain focussed on the tasks in hand. • Ability to meet deadlines and work under pressure. • Ability to deal with multiple conflicting stakeholders while providing engineering solutions at times in emergencies. • Ability to represent Council to high standards at Public Meetings, Consultations, liaising with Council Members able to negotiate with developers and contractor. • Sufficiently literate and numerate for inspection and contract Administration. • Ability to lead and drive improvement. • Confidence to implement innovative solutions and to challenge traditional thinking. • Highly motivated, outcome focussed, tenacious. | | |
| EDUCATION/ QUALIFICATIONS/ KNOWLEDGE | <ul style="list-style-type: none"> • Working knowledge of legislation in relation to Highways, • HNC in Engineering or Transport related discipline • Training in Microsoft Office and other IT systems. • Good knowledge of new materials, new developments, and delivery methods in highway maintenance. | <ul style="list-style-type: none"> • Engineering Degree | A, I, R |
| OTHER REQUIREMENTS | <ul style="list-style-type: none"> • Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. | <ul style="list-style-type: none"> • Evidence of own continuous personal and professional development • Full driving licence or the ability to | A, I, R |

| | | | |
|--|---|---|--|
| | <ul style="list-style-type: none"> • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement. | meet the travel requirements of the post. | |
| COMMITMENT TO EQUAL OPPORTUNITIES | <ul style="list-style-type: none"> • Commitment to equal opportunities and the ability to recognise the needs of different service users. | <ul style="list-style-type: none"> • Evidence of having completed training in equality and diversity awareness | |
| COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE | <ul style="list-style-type: none"> • Commitment to provide a customer-focussed service. | <ul style="list-style-type: none"> • Evidence of surpassing customer expectations or service targets / goals | |