

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Community Services		Service Area: Construction Facility Services, Highway Operations	
JOB TITLE: Highways Contract Engineer			
GRADE: L			
REPORTING TO: Highways Manager			
1.	JOB SUMMARY: To report to the Highways Manager for the management, control and monitoring of the Highway Services technical outcomes. Responsible for the effective and efficient provision of contracts engineering management services as required within the service, including programming, undertaking surveys of sites in preparation of highway and other development or maintenance works.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To be responsible for the undertaking of site assessments and preparation of sections, plans, schedules, unit rates, bills of quantity and all other contract documents. This includes the statutory requirements of the Construction Design and Management Course (CDM Regulations)	
	2.	To record and control operations carried out both in-house and by external contractors and control the monitoring of the financial aspects of works undertaken, both in-progress and completed, including post works site measurements and interim scheme valuations.	
	3.	To seek and evaluate tenders and negotiate rates with subcontractors, assisting in the overall supervision of the work and certification of payments in accordance with financial regulations and the Council's Standing Orders.	
	4.	To liaise with other officers of the Council, in particular with the Client representatives on service standards, contract requirements and specification.	
	5.	To manage the nonoperation elements of the Winter Maintenance programme, including the preparation of cost and the control of private Winter maintenance cost recovery and the preparation of all associated Health and Safety procedures.	
	6	To manage the Driveway Crossing programme including all pre-site checks and financial account management.	
	7	Provide Agresso spend summaries to Highways Manager advising of expenditure and income to enable robust in year budget tracking information for Finance section.	
	8	Manage and control the Operational activities of all highways contracting partners including assurance of good safe working practices.	
	9	To develop and implement quality management systems. To continuously review and improve existing management systems and operational procedures and processes.	

	10	Manage on behalf of the Highways Manager, all processes to ensure that debt is recovered in line with the Councils debt management protocols.
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	13	To lead on special projects and identify practices and systems in need of improvement.
	14	Work with Procurement to ensure all existing and renewal of contracts is delivered inline with the Councils procurement guidelines.
	15	Assist HTD section to recover costs associated with damage to road furniture resulting from vehicle incidents on the highway network.
	16	To ensure that sound budget management practices are undertaken by staff and to be responsible for allocated budgets as determined by Service Managers.
	17	To maintain a customer service excellence ethos. To engage proactively with customers, monitoring levels of satisfaction and complaints and implementing appropriate actions and business development opportunities as a result.

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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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 dated 17th July 2026



PERSON SPECIFICATION

Job Title/Grade	Highway Contract Engineer	Grade L
Directorate / Service Area	Community Services	Construction Facility Services, Highway Operations
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	Graduate qualification or equivalent substantial demonstrable level of knowledge in Civil Engineering, Budget Management or similar discipline.		Application form
Experience	- Experience of leading largescale infrastructure projects and highway engineering. - Experience of planning techniques and preparation of Bills of Quantities. - Experience of developing IT information to support business improvement and performance management.	Delivery customer service excellence	Application / Interview

	• Experience of working in a customer focused service. • Experience of the practical and technical aspects within Highways Services. • Experience of supervising, training and developing others. • Experience of using computerised systems. • Experience of quality assurance practices and implementing practice and quality management standards.		
Knowledge & Skills	• Ability to manage, supervise and communicate with staff. • Knowledge of highway maintenance management and practices. • Ability to prioritise service issues and implement organisational changes within specific timescales. • Ability to advise on the delivery of highway maintenance services, systems and procedures. • Knowledge of highway maintenance systems, procedures, equipment, vehicles etc. • Knowledge of Health & Safety, Safety at Work legislation and CDM Regulations. • Knowledge of financial systems.		

	• Knowledge of relevant quality standards. • Ability to deal with a high volume of varied and complex issues, complaints and requests for service. • Ability to delegate to and manage staff effectively and fairly. • An ability to work accurately in meeting strict deadlines. • Excellent communication and organisational skills • PC Literate		
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement. • An awareness of the importance of personal development and shared learning/support in the organisation • The ability to contribute to a shared objective when delivering a customer focused front line service • The candidate is expected to demonstrate a positive and enthusiastic attitude when delivering services • To be able to demonstrate personal initiative in order to find innovative solutions • To be able to work flexibly were necessary including weekend work.		Application / Interview

	• To work as part of a team • Personal demeanour and credibility which inspires confidence and motivates colleagues		
Other requirements	• Full Driving Licence		Application

Person Specification dated 17th July 2026

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services	SERVICE AREA: Construction Facility Services, Highway Operations
JOB TITLE: Highways Contract Engineer	
GRADE: L	
JOB LOCATION / BUILDING: Sedgefield Way Depot	
REPORTING TO: Highways Manager	

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
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		No
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		No
Respiratory: 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)		No

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		No
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		No

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. 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.		No
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		No
Working at Heights - Safety Critical: Employee will be required to work at a height .		No
Blood-borne viruses: 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.		No

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

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:

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