East Lothian Council

JOB OUTLINE	
JOB TITLE: Roads Officer	**JET CODE: 6997**
DIVISION: Infrastructure	
SERVICE/BUSINESS UNIT: Partnerships and Community Services	
REPORTING TO: Team Manager/Senior Roads Officer	
RESPONSIBLE FOR: No direct line management responsibility	

JOB PURPOSE:

To support the delivery and development of the full range of duties within Road services, maximising efficiency of service delivery within specific standards and approved budgets and in compliance with the Council's obligations as the local Roads Authority and its policies and plans with a commitment to achieve best value.

MAIN DUTIES:

- Support the Team Manager and Senior Roads Officers in the management, maintenance and construction of the full range of Road services functions on the Road network ensuring Council obligations are met with regard to responsibilities as the local Roads Authority.

- Support the Service in the design of a wide range of Civil Engineering and Road related projects ensuring compliance with relevant standards including Design Manual for Roads and Bridges.

- Play a key role in the preparation of relevant documentation for implementation and delivery of projects; including but not limited to the preparation of CAD drawings, Specifications, Bills of Quantities, reports, works orders, Tender packages (including completion of procurement initiation, commodity strategy documentation, specifying tender evaluation criteria, weighting and scoring methodology, and reviewing price and quality), contract documentation and any other relevant documentation.

- Play a key role in preparation of estimates for internal and external clients

- Contribute to the development of policies, procedures and strategies relating to Road and Transportation and ensure effective and efficient implementation.

- Monitor and supervise works on site by the internal labour force and or external contractors ensuring works are completed in accordance with contract documentation and best practice.

- Undertake inspections on all works and activities on the Road Network, including enforcement of current legislation, undertaking annual / routine maintenance and condition assessment inspections

- Ensure detailed and accurate project records are managed and maintained
- Ensure compliance with Health and Safety legislation. Method statement and risk assessments in place
- In conjunction with instructions from the Team Manager and Senior Roads Officer, monitor expenditure of capital and revenue projects in line with budget criteria.
- Support the service in undertaking site ,measurements, agreeing valuations and payments for external contracts so as to enable the Senior officer/Team manager Service Manager or Head of Service to authorised payment
- Support the service in the evaluation of tender submission
- Advise the public, Council Members and officials on road maintenance and related matters as required.
- Provide technical support to the operational division of road services and external contractors including setting out of works to line and level, measurement and issuing of variations.
- Undertake site surveys, data collection and dissemination of information
- Respond to queries from members of the public, elected members and other stakeholders
- Support the Councils Insurance team so they can respond and evaluate claims by Investigating, reporting and making recommendations on Third party Insurance Claims.
- Investigate, and inform Team Manager/Senior Roads Officer regarding infringements of the Acts of Parliament governing the public road, such as Roads (Scotland) Act 1984
- Agree measurements and verify payments for works undertaken by external contractors.
- Support the Service in the analysis of injury accident data, aid the development of interventions and prepare reports.
- Support the Service and other officers in the delivery of the local transport initiatives
- Comply with the requirements of the Service and Councils Quality Assurance scheme.
- Comply with the staff development requirements of the department by undertaking regular reviews and appropriate training as required. This can include the support and guidance of graduates, work experience students and others within Road Services

- Liaise effectively with other officers within Road Services, the Council and other relevant agencies, utilities and authorities, as required.
- Support the service in compiling and analysing performance information to help improve service delivery across the organisation.
- Deputise for Senior Roads Officers on site and meetings as required.
- Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Educated to HNC/SVQ Level 2 in Civil Engineering or related discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

None.

Scottish Social Services Council:

None.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to HNC/SVQ Level 2 in Civil Engineering or related discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. A current driving licence and use of a vehicle is an essential requirement of this post.	CEng/IEng in Civil Engineering or similar. CAD, roadworks and drainage computer Software design packages, billing and measurement, cost control packages.
Previous Experience (Paid & Voluntary Work)	Experience in the design and implementation of civil engineering projects. Experience in inspection, site surveys and measurement techniques Experience of working with a construction related discipline Experience in engaging with the public, elected members and other stakeholders.	Experience of various Forms of Contract. Experience in the use of Design Manuals for Roads and Bridges. Experience in accident, investigation and prevention Experience of SUDS design. Experience of GIS.
Knowledge/ Skills /Competencies	Knowledge of road network management functions in a local authority and related legislation. Knowledge of Health and Safety legislation. Knowledge and understanding of Civil Engineering construction methods used in road maintenance. Knowledge of public utilities statutory requirements. Knowledge of quality assurance systems. Effective verbal and written communication skills. Effective organisational and time management skills.	Knowledge of Contract Procedure, Specifications, QA procurement procedures, policy and legislation. Knowledge of Transportation planning/bridges and road structure

Personal Qualities	Ability to prioritise a varied workload. Ability to use own initiative. Ability to work under pressure and meet deadlines. Ability to work flexibly as part of a team. Ability to develop effective relationships with stakeholders. Ability to maintain confidentiality relating to sensitive or personal matters.	Able to work in a multidiscipline environment.
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	