

JOB DESCRIPTION - CITY DEVELOPMENT

IDENTIFICATION

Post Title:	Senior Engineer - Bridges & Structures	Post Ref:	
Section:	Design & Property Division - Bridges & Structures	Grade:	11
Responsible to:	Principal Engineer - Bridges & Structures		
Responsible for:	Professional and Technical Staff within the group		

JOB PURPOSE

To provide a civil and structural engineering consultancy service to the Council and its service departments and to external public agencies, as directed by the Head of Design & Property/City Engineer.

To provide a high quality, flexible and responsive service to ensure that projects are delivered safely on time, within budget and to meet the quality and operational requirements of the client department.

To assist in the effective and efficient management and development of a Team which carries out a wide range of civil and structural engineering services as well as assisting in the management of the statutory functions of road structures on behalf of the Council in accordance with appropriate Legislation.

The main aims of work are:-

- a to assist in the overall management of the Division and contribute to the corporate work of the Council;
- b the efficient and effective delivery of the service to clients and the wider community;
- c the encouragement of ensuring sustainability is properly considered in projects, including recycling and re-use;
- d the corporate involvement with other City Council departments on the development of corporate projects;
- e the enhancement of the built form of the city;
- f the enhancement and protection of conservation of listed structures;
- g the encouragement of new infrastructure to promote economic opportunities;
- h to identify opportunities for improving the engineering consultancy service and statutory functions and to bring them forward accordingly;
- i to prepare advice for Council members and public information as appropriate;
- j the management of fees to be charged for the service including operating as a self sufficient cost centre.

PRINCIPAL WORKING CONTACTS

Principal Engineer of Bridges & Structures for immediate supervision, allocation of duties, etc.

Professional and Technical Staff responsible to the postholder

Other staff of the City Development Department on day to day matters related to work performed.

Other staff of the Council regarding the postholder's function.

Other Councils' staff on cross boundary matters.

Other staff of external agencies, consultancies, partners regarding the postholder's function.

Elected Members.
Developers, agents and other professionals.
The general public.

MAIN DUTIES

Supervisory

Be fully accountable for the day-to-day management of the group and ensure that acceptable professional standards and performance levels are set and maintained.

Monitor the performance of individuals reporting to the postholder and take appropriate action as required to maintain standards and output.

Ensure a fair and equitable distribution of work across the group by making best use of staff flexibility.

In relation to the overall plans and priorities of the Division, set objectives and agree work targets with the Principal Engineer, monitor progress and take appropriate corrective action, as required.

Responsible for ensuring that the duties of the team are carried out in accordance with laid down financial and administrative controls.

Responsible for the development, monitoring and improvement of the Team's functions and service delivery.

Ensure all reasonable steps are taken to encourage good staff relations within the Team and endeavour to establish a good team spirit and high morale.

Deputise for the Bridges and Structures Principal Engineer, as directed.

Ensure the preparation, monitoring and review, as appropriate, of Personal Development Plans (incorporating training and career development programmes) for allocated staff within the Team.

Promote Staff Development and CPD through training, coaching and encouragement of individuals.

Disseminate information from Departmental and Divisional Management Team meetings and other appropriate sources to members of staff through regular Group Meetings

Prepare reports to the Council and its Committees on matters relating to the Division.

Prepare reports on performance indicators for the Division's services as required and provide inputs to reports prepared for publication.

Contribute to the formulation and implementation of objectives and strategies for the Division, including timeous preparation of inputs to the department Divisional Action Plans.

Assist in the preparation, monitoring and controlling of capital and revenue budgets relevant to the responsibilities of the Bridges and Structures Team.

Prepare, monitor and control project expenditure for projects for which the Bridges and

Structures Team is appointed.

Comply with appropriate procedures that are devised and maintained for the design, procurement and construction of civil and structural engineering projects, all in compliance with current design guidance and related legislation.

Ensure that all work carried out by subordinates complies in all respects with the relevant requirements of the Health & Safety at Work Act, its associated Regulations, including the Construction (Design and Management) Regulations and the Department's Safety Policy.

Comply with all respects with the Division's Quality Management scheme.

The management of fees to be charged for the service.

Professional

Provide Technical and Professional advice to the Department, other Council Departments and external public agencies, as appropriate.

Be responsible for the undertaking or procurement and project management of feasibility studies, civil and structural engineering design, preparation of probable costs and other estimates, tender documents, the assessment of tenders, contract administration, financial control and site supervision, all in accordance with briefs from clients or instructions from the City Engineer, in accordance with the Council's procedures, objectives and priorities.

Arrange the undertaking of land, traffic, structural, geotechnical and contaminated land surveys in accordance with briefs from clients or other instructions from the City Engineer.

Prepare draft schemes, develop briefs in conjunction with client's representatives, secure funding for, and design and implement civil and structural engineering schemes consistent with the Council's aims and objectives.

Encourage the increased utilisation of new technology where it is likely to improve efficiency and/or the quality of service provision.

Contribute to the corporate working of the Council through participation in interdepartmental working groups as required.

Identify areas where there is a lack of appropriate policy guidance and/or areas of potential policy conflict and report thereupon to the City Engineer.

Contribute, in association with staff of the Division, to the preparation of advice to the Council on policy relating to the Council's assets, construction procurement, health and safety and other matters relating to the engineering functions of the Council.

Liaise with Scottish Government officials with regard to matters relating to statutory functions associated with highway structures.

Answer enquiries and complaints from the public in relation to the statutory functions of the team.

Attend meetings of the City Development Committee, as required.

Liaise with Council departments, officers of other Councils, developers and other agencies to achieve the Council's objectives in relation to projects and functions carried out by the team.

Facilitate the effective cross-communication and joint working between subordinate staff, staff of other divisions in the department and across the Council.

Provide a Principal Designer service on projects as directed by the Principal Engineer or City Engineer.

Undertake any relevant duties and responsibilities required by the Principal Engineer, City Engineer and Executive Director of City Development.

Prepare responses to planning applications in relation to drainage.

Personal

Contribute to the efficient management and delivery of the Engineering service.

Undertake training, including CPD, as required and agreed, including a structured programme for career development, by the Head of Design & Property/City Engineer and Head of Human Resources and Business Support.

Promote through the Council, external organisations and the general public, information relating to the role of the Engineering service.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Senior Engineer - Bridges & Structures

DIVISION/DEPARTMENT SECTION: City Engineer's Division

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	IEng MICE, or equivalent.	CEng MICE, or equivalent BEng or BSc in Civil Engineering Degree Management Qualification	Interview and check qualifications.
RELEVANT WORK/OTHER EXPERIENCE	Sound relevant experience of the design and implementation of Structural Engineering projects Relevant experience of the design and implementation of Civil and Structural Engineering projects utilising all principle construction materials. Project management including budgeting processes. Experience of partnering. Management of projects and staff. Experience of CDM/Risk Assessment. Ability to manage external consultants undertaking duties.	Good awareness of sustainable practices, ISO 14001 and site waste management plans. Contaminated land and environmental investigation/assessment experience. Experience of NEC forms of contract Knowledge and experience of Approved Code of Practice - "Well Maintained Highway Infrastructure" Knowledge and experience of dangerous building and public safety legislation	Application form. Interview
PARTICULAR SKILLS/ABILITIES	Problem solving abilities. Computer literate, experience in use of industry design packages such as Tekla, Autocad, REVIT Able to lead project teams. High level communication, interpersonal and presentation skills. Up to date knowledge of technical standards in civil engineering.	Up to date knowledge of design standards in buildings and bridges. Experience of working to a Quality Management System. Ability to conduct Environmental Impact Assessments. Experience of ground remediation design.	Interview, scrutiny and test if necessary. References.

PERSONAL QUALITIES	Willing to work under pressure to meet deadlines and peaks of workload. Ability to prioritise workload. Ability to coach and develop staff. Strong customer focus.	Presentation skills	Interview and references.
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to undertake site visits and surveys, including working at height and adjacent to watercourses. Flexible approach to working hours and capacity to work unsociable hours if required.		Interview and references.