



## JOB DESCRIPTION

**Form  
JD1**

	vii	Responsibility to report and deal with any emergency or potential danger that makes a highway unsafe for the public.
	viii	Specify, monitor and supervise, as required, highway works by utility companies to ensure compliance with NRSWA code of practice specifications and health & safety legislation.
	ix	Advise on the implementation of traffic management, compliance with Chapter 8 and other related legislation, and play an active role within the team for traffic management issues on major schemes on the highway.
	x	Advise on the preparation of temporary prohibitions eg proposed diversionary routes and timings of works.
	xi	Maintain an up-to-date and sound knowledge of the powers, duties, technical standards and procedures in use, relevant to the work being undertaken.
	xii	Review all utility and highway authority notices that are raised on the computer system (Eton6), checking notices to ensure they conform to codes of practice for co-ordination of Streetworks and that the notice periods are correct for the location and type of works.
	xiii	Assist admin staff to extract sample inspection lists from the computer system, deciding on the most efficient route for inspections.
	xiv	Monitor any remedial works resulting from defective reinstatements and ensure defect fees are issued accordingly.
	Xv	Investigate, respond and action complaints and enquiries from members of the public, councillors and others within set timescales.
<b>3.</b>	<p><b>SUPERVISION / MANAGEMENT OF PEOPLE</b></p> <p>Number of staff reporting to jobholder and nature of supervision eg full line management responsibility or day to day supervision of work</p> <p>Direct:        0                                  Indirect:        0</p> <p>On site, must deal with highway authority staff and external contractors.</p>	
<b>4.</b>	<p><b>CREATIVITY &amp; INNOVATION</b></p> <p>Assist in negotiations with utility companies (or council highway team) to ensure the effective co-ordination of their works, whilst minimising the impact to members of the public using the road network and protecting the interests of the highway authority. Due to the nature of the highway network in York and the requirement to continually adapt this resource to increasing demands, this requires well thought out yet prompt responses. Must be able to demonstrate own initiative through decision making and working with minimal supervision with regards to routine utility (highway) schemes. Eg When utility companies (or the council highway team) have programmed works to start on the same day, on two different roads in the city, swift co-ordination is required to prevent adverse impacts to users of these roads</p> <p>Assist/support with negotiation required with external parties where they are responsible for works. There are occasions where the proposed works and traffic management are not suitable for the location and alternatives</p>	

	<p>must be agreed with all parties. Eg a utility company requested a road closure to renew apparatus in the carriageway, but following a site visit it was agreed that the use of temporary traffic lights would have less impact on road users whilst still maintaining a safe working environment.</p> <p>Able to provide solutions to routine issues arising on site. An example of this is when a basic job to repair apparatus can suddenly require a road closure if a large void is found under the road.</p> <p>Able to react and adapt at short notice when dealing with a situation to provide safe areas and solve sometimes dangerous situations. E.g. advice is requested by the utility company/contractor on the best way of manage the situation to ensure the quickest and safest solution. This would require support/assistance in the co-ordination of partner agencies eg bus companies to divert routes; highways team for road closures; network monitoring to monitor traffic flows.</p> <p>Able to provide proactive solutions to accommodate a range of schemes. Whilst codes of practice exist, the nature of working in an historic city means that co-ordination and working conditions may need to be adapted to suit the individual needs of the works. Eg When working on a city centre it is not always possible to maintain a safe pedestrian walkway as the road is too narrow, therefore the postholder would agree to a footway closure or temporary crossing point.</p>
5.	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <p><b><u>Internal</u></b></p> <ul style="list-style-type: none"> <li>• Regular contact with other teams and managers within the council regarding scheme works and basic maintenance.</li> <li>• Work closely with the Streetworks team to co-ordinate works across the highway network.</li> <li>• Contact with elected members regarding concerns/information about work in their local areas; provision of responses to routine issues.</li> </ul> <p><b><u>External</u></b></p> <ul style="list-style-type: none"> <li>• Daily contact with utility providers, building and other civil contractors regarding works that they are proposing to carry out. This can be confrontational and post holders must be seen to be impartial.</li> <li>• Use and misuse of the public highway is a contentious matter that many people have views on (roadworks, traffic flow, parking) because of the effect this has on their lives. The post holder must have good communication skills to demonstrate patience, remain polite and professional when dealing with contentious and complex issues such as argumentative or upset members of the public, both face to face and on the telephone.</li> <li>• Daily contact with external partners – the contact will be verbal and written with the majority being direct with occasional reference to</li> </ul>

	<p>line management. The contact will provide technical highways advice/guidance and offer solutions to specific problems.</p> <ul style="list-style-type: none"> <li>Contact with members of the public, councillors, parish councillors, residents associations etc on routine matters relevant to their local areas. This can be via email, telephone or face-to-face meetings.</li> </ul>								
6.	<p><b>DECISIONS – discretion &amp; consequences</b></p> <ul style="list-style-type: none"> <li><b>Discretion</b> – Must make decisions on routine/minor utility/highway works, e.g. gas main repair that involves disruption in several local roads at the same time. Co-ordinating when works can be undertaken, how long they should take and what traffic management is required.</li> <li><b>Consequences</b> – Minimises the impact on all highway users and helps to maintain a balanced traffic system</li> <li><b>Discretion</b> - In some cases it may be necessary to stop works whilst a solution is found, or can authorise (on behalf of the utility company) for work to be carried out if their representative cannot arrive soon enough. <b>Consequence</b> – This helps to maintain free flow of traffic on the highway network for all highway users.</li> <li><b>Discretion</b> – Make decisions regarding when routine/minor works can be undertaken, how long they should take and what traffic management is required, dependent on the location of the works. <b>Consequences</b> – This minimises the impact on all highway users and helps to maintain a balanced traffic system.</li> </ul>								
7.	<p><b>RESOURCES – financial &amp; equipment</b> <i>(Not budget, and not including desktop equipment.)</i></p> <table border="1" data-bbox="316 1218 1129 1368"> <thead> <tr> <th><u>Description</u></th> <th><u>Value</u></th> </tr> </thead> <tbody> <tr> <td>Mobile phone</td> <td>£500</td> </tr> <tr> <td>PDA (to run specific software)</td> <td>£300</td> </tr> <tr> <td>Protective wear &amp; equipment</td> <td>£100</td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	Mobile phone	£500	PDA (to run specific software)	£300	Protective wear & equipment	£100
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8.	<p><b>WORK ENVIRONMENT – work demands, physical demands, working conditions &amp; work context</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>Plan and prioritises own workload which is subject to interruption daily for unplanned or emergency situations while having time limits to be met (such as customer enquiries). Frequently it will be necessary to immediately conduct a site visit because of one of these emergencies eg road collapse, burst main. This results in the need to prioritise work due to conflicting demands and must work in an organised manner.</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>Must be physically fit as may have to walk long distances during site visits.</li> </ul>								

	<p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Is mainly out of the office, driving between sites, inspecting works and attending site visits. This will be through all weathers.</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>• When on site must be conscious of dangers of moving traffic, as well as work site dangers, at all times.</li> <li>• Continual risk of accidents on the highway.</li> <li>• Post holder is required to work alone in isolated locations.</li> <li>• Contact with members of the public whilst working, some of who can at times be rude, abusive and threatening. This can involve conflict, be very stressful and requires tact and discretion.</li> </ul>
<p><b>9.</b></p>	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• HNC in Civil Engineering or relevant experience.</li> <li>• Certificate in New Roads and Street Works Supervising course.</li> <li>• Has a good level of knowledge of the New Roads &amp; Street Works Act 1991, the Highways Act 1980 and the Traffic Management Act 2004.</li> <li>• Experience of working on highways projects/schemes.</li> <li>• Must have good knowledge of health &amp; safety legislation.</li> <li>• Good interpersonal skills.</li> <li>• The ability to negotiate.</li> <li>• Good IT skills using relevant applications.</li> <li>• Ability to work to strict deadlines.</li> <li>• Knowledge of confidentiality requirements and Data Protection Act.</li> <li>• Ability to act quickly and effectively at short notice.</li> <li>• Ability to collate information relating to Section 74's.</li> <li>• Full driving licence is essential.</li> </ul>
<p><b>10.</b></p>	<p><b>Position of Job in Organisation Structure</b></p> <pre> graph TD     A[Job reports to: Street Works Engineer] --- B[THIS JOB]     A --- C[Other jobs at this level;]     B --- D[Jobs reporting up to this one:]   </pre>