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|  | | JOB DESCRIPTION | | Form JD1 | |
| JOB TITLE: Adoptions Engineer | | | POST NUMBER: DDTNM067 | | |
| REPORTS TO (Job Title): | | | Highway Development Control Leader | | |
| DEPARTMENT: Network Management | | | GRADE: 9 | | |
| JE REF: | | 2105 | | PANEL DATE: 100511 | |
| 1. MAIN PURPOSE OF JOB | | | | | |
| To assist the Highway Development Leader manage the full process of adoption of new roads within the City, including associated highway improvements connected with developments. | | | | | |
| 2. CORE RESPONSIBILITIES, TASKS & DUTIES: | | | | | |
| i | | To check for good design, all engineering drawings and associated reports submitted to the Council so as to ensure that new roads are capable of being adopted. | | | |
| ii | | To negotiate with developers and consultants any changes considered necessary to achieve a highway layout suitable for adoption. | | | |
| iii | | To prepare detailed instructions to the Council's legal officers to allow the preparation of legal agreements associated with the construction of new roads or improvements to existing highways. | | | |
| iv | | To calculate fees and other financial obligations connected with proposed developments and to ensure that the correct level of income is received, and the Council's interests are protected. | | | |
| v | | To supervise the work of the highway inspector for new developments, ensuring that weekly updates are received and that the standard and quality of workmanship undertaken on new developments accords with the Council's expectations. | | | |
| vi | | To maintain a detailed register of current developments in order that reports can be readily produced to illustrate the level of income secured and the progress achieved. | | | |
| vii | | To manage the daily workload of the adoptions technician in matters relating to the adoption of highways within the City. | | | |
| viii | | Prepare and present reports to Members, other Council Officers, outside consultants and the general public on matters associated with the adoption process, including attendance at public meetings (out of hours when necessary dependant on the needs of service delivery). | | | |

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| | ix | To develop and promote new ideas and initiatives in discussions with developers in order to promote the Council's objective of creating sustainable developments. |
| | x | To provide assistance and advice to the Highway Development Control Leader with the preparation and updating of guidance notes and relevant policies relating to Highway Development Control matters in the City. |
| | xi | To undertake tasks as required by the Highway Development Control Manager and the Highway Development Manager, commensurate with the grade. |
| | xii | Prior to the commencement of developments, obtain, collate and edit a full photographic survey of the existing condition of adjacent highways. |
| | xiii | Prepare reports as necessary to identify the extent of increased highway assets arising from developments, including a detailed breakdown of materials and equipment. |
| | xiv | To provide a lead role in the establishment, operation and review of the developer forum. |
| 3. | SUPERVISION / MANAGEMENT OF PEOPLE | |
| | No. reporting - Direct: One Indirect: One | |
| | The postholder will be responsible for the day to day supervision of the adoption inspectors within the office, including the allocation and checking of their work. The postholder will also be responsible for issuing daily instructions to the adoptions inspector, the majority of whose time is spent on site. | |
| 4. | CREATIVITY & INNOVATION | |
| | The postholder will be required to formulate creative and innovative solutions to highway adoption / development control issues presented by developers, on a regular basis. Although guidance is available through the City of York Highway Design Guide and various linked publications, the postholder will need to use their discretion in interpreting that guidance and will need to produce innovative solutions which will overcome a particular problem. For example, the preparation of an alternative street design which will ensure that refuse wagons are able to reverse without causing damage to a grass verge and thus reduce ongoing maintenance liability for the Council. | |
| | Be able to adapt innovative thinking and solutions to accommodate a range of needs and problems on a daily basis. Whilst guidelines exist, the nature of working in an historic City means that the extent to which changes to the roads and streets can be made is often limited. Theoretical or ideal solutions are seldom appropriate and out of the box thinking is frequently required to overcome these challenges. For example, at the detailed design it may be established that a tree has protection status and this has implications for the street space available. The postholder will need to generate some ideas (maybe a revision to | |

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| | <p>the highway width which will only permit one way traffic, but allows the tree to be protected). The implications of this change need to be understood, regulated and relayed to other colleagues, developers and developers.</p> <p>An ability to source information (particularly best practice/ other local authorities) as well as reference this, on highway adoption matters is required. This will include a range of sources covering a broad range of issues from street design, sustainable construction and drainage, through to parking provision and management. This could stimulate a review or refreshment of guidance, standards or policy used within the Council on highway and transport matters.</p> <p>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. The postholder has to be able to demonstrate his/her own initiative through decision making and working with minimal supervision from their line manager.</p> |
| 5. | <p>CONTACTS & RELATIONSHIPS</p> <ul style="list-style-type: none"> • Internal • External <p>Internal The postholder will be required on a daily basis to work closely with Council officers from both within the Directorate and other and Members from all wards and those sitting on Planning Committees.</p> <p>External Daily contact will also involve external partners, including developers and their consultants. Contact will be verbal and written, with the majority being direct with some reference to line management.</p> <p>In all circumstances, the contact will be aimed at providing technical highways advice/guidance, and to offer solutions to specific problems. In addition this will regularly include the need to set out the reasons why a detailed element of highway design/construction is not acceptable to the Highway Authority. The postholder will need to relay this directly, both in person and through written communication to development companies and their professional representatives. Such contact will often require the postholder to negotiate in order to find acceptable solutions. Finding a suitable compromise is often necessary to protect the interests of the Highway Authority whilst still enabling the development to proceed and this requires an ability to persuade and /or convince the promoting client or representatives on the advantages to be gained. For example, changes to a scheme will usually require increased financial and time investment, therefore the Council's position must be relayed both clearly and precisely.</p> <p>Work can sometimes be of a confidential and sensitive nature that is not within the public domain and therefore the ability to work with tact and</p> |

| | <p>discretion is essential. Such contact can take place in a high pressure environment and may lead to significant disruption of planned work in the office.</p> | | | | |
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| <p>6.</p> | <p>DECISIONS – discretion & consequences</p> <p>Discretion: the postholder will have wide-ranging discretion (subject to the guidelines referred to previously) as to the acceptability of a detailed highway design. The postholder will be fully accountable for their decision to other senior officers and to Members of the Planning Committee.</p> <p>Consequences: the advice given by the postholder can have a significant impact on the future performance of the City’s highway network particularly in terms of maintenance liability and may influence the detailed design/ construction / drainage of other new developments.</p> <p>Discretion: the postholder will be required to make direct decisions regarding the planning and prioritisation of his/her work, taking into account conflicting demands and timescales. This shall include the provision of instructions to legal colleagues with respect to the production of legal agreements.</p> <p>Consequences: delivery of an efficient service on highway adoption matters will ensure that new roads are designed appropriately and that their construction is adequately secured through the necessary legal processes/agreements.</p> <p>Discretion: subject to statutory requirements, the Council’s and nationally determined policies, procedures and standards, the postholder has wide-ranging discretion in reaching agreement on the highway design / construction.</p> <p>Consequences: the professional advice and guidance given by the postholder will play an important part in achieving a high quality highway – street design in the City which enables safe travel for all classes of road-user, minimises future maintenance liability and provides desirable areas to live for York’s residents.</p> | | | | |
| <p>7.</p> | <p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0"> <thead> <tr> <th data-bbox="316 1648 480 1682"><u>Description</u></th> <th data-bbox="1043 1648 1126 1682"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1720 1342 1827"> <p>The postholder has no direct accountability for any physical equipment other than normal office equipment, for example cameras and surveying equipment for use on site.</p> </td> <td></td> </tr> </tbody> </table> | <u>Description</u> | <u>Value</u> | <p>The postholder has no direct accountability for any physical equipment other than normal office equipment, for example cameras and surveying equipment for use on site.</p> | |
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| 8. | <p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <p>The postholder is required to work to specific deadlines to ensure the smooth and timely completion of the adoption process relating to each development. There are likely to be frequent interruptions by phone, e-mail and other officers requiring information and advice. On occasions, unplanned work can result in conflicting priorities which the postholder is required to manage. For example, as a result of complaints from local residents usually directed through the local Member, regarding the condition of a new road, the postholder will have to quickly prepare a briefing note/status report for senior management, which will require reprioritisation of current tasks.</p> <p>Physical demands</p> <p>The work is largely undertaken within the confines of a normal office environment, however the postholder will be required to undertake site visits and attend site meetings as necessary. The postholder must be able to walk at least a mile during all weather conditions.</p> <p>Working conditions</p> <p>Normal working conditions are those of a normal office environment, however site visits will be required on a frequent basis to live building sites and where highway improvement works are being undertaken. The postholder must ensure that the correct safety equipment is used for such occasions.</p> <p>Work context</p> <p>The postholder may be subject to some personal risk of injury when carrying out duties involving construction sites and carriageways which are busy with high speed traffic movements.</p> |
| 9. | <p>KNOWLEDGE & SKILLS</p> <p>The postholder will hold a qualification to a minimum level of HNC in either civil engineering, construction or other related discipline. In addition they should be able to demonstrate:</p> <ul style="list-style-type: none"> • A proven level of knowledge and experience in a highway, traffic or transport engineering environment where regular contact with the public and developers has been a feature. • A detailed knowledge of highway law with particular reference to the adoption of roads. • A good working knowledge of the Road Traffic Regulation Act, Highways Act 1980 and legislation relating to development control procedures as they apply to adoption matters. |

- Experience in the evaluation of road safety audits.
- Ability to apply sound engineering principles to reach agreement through negotiation and persuasion of changes considered necessary in highway development proposals.
- A sound experience of computer software applications, including general 'office' products and specialised programmes relating to drainage analysis and photo software.
- Ability to communicate with people at all levels and act in a tactful and diplomatic manner. Be self-motivated and demonstrate an ability to work in a multi-disciplinary environment.
- Excellent organisational skills and having ability to maintain accurate and detailed records of drawings, reports, correspondence and associated legal agreements for future examination.
- An ability to work on their own initiative and deal with competing priorities.
- An ability to write concise and accurate reports, comments and briefing notes.
- Experience in the development of working practices to generate an awareness and implementation of sustainable development.
- An ability to interpret drainage calculations and designs and advise on their suitability.

10. Position of Job in Organisation Structure

