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|  | JOB DESCRIPTION | FormJD1 |
| JOB TITLE: Highway Structures Manager | **POST NUMBER:**  |
| **REPORTS TO** (Job Title): Head of Transport |  |
| **DEPARTMENT:** Transport Service Directorate of Economy and Place  | GRADE:11 |
| **JE REF / JE unique ID:** | 4194 | PANEL DATE: | 07/05/2019 |
| **1** | **MAIN PURPOSE OF JOB** Provide the technical, administrative and managerial lead for the management of current and proposed future City of York Council highway structures, i.e. bridges and retaining walls. |
| **2** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** |
|  | i | Authority to exercise direct management accountability and control to undertake the management of the CYC highway structures function with a long term outlook in the interests of CYC. Ensure that highway structures are fit for purpose and safe for use. |
|  | ii | Lead the implementation of the bridge inspection; assessment; strengthening; reconstruction; major maintenance strategies and programmes; asset valuation in line with the Council’s Local Transport Plan, and to deliver a broad range of projects ranging from programmed maintenance to major complex projects. |
|  | iii | Provide recommendations and guidance on strategic matters relating to proposed and existing highway structures to heads of service, directors, senior managers and council members etc. |
|  | iv | Have authority to administer contracts and resolve technical and contractual issues arising during and after the implementation of projects on behalf of the council. |
|  | v | Inform and advise the Head of Transport on structures management issues and report on structures management policies and works. |
|  | vi | Develop and prepare detailed designs, specifications and other contract documentation. Project manage all structural maintenance of highway structures ie bridges and retaining walls. |
|  | vii | Manage departures from design and technical standards in the interests of CYC. |
|  | viii | Undertake and be accountable for the procurement of contracts, goods, products and services with particular relevance to highway structures management in order to fulfil the highway structures manager function. |
|  | ix | Develop a forward bridge programme and agree the design and construction of the schemes. Ensure that the project’s progress and expenditure are monitored and agreed through regular meetings. Be the client advisor for all highway structures advice and work with colleagues in other Services and Directorates to ensure that standards are met and that projects are delivered to programme. |
|  | x | Act as the interface between public, parish councillors, council members, neighbouring authorities and agencies, external structure owners, service providers, utilities, police and other emergency services in the implementation of the council’s highway structures function and act on behalf of the council. |
|  | xi | Authority to manage the technical approvals for new highway structures. Provide Professional certification and sign off for all new and private structures affecting the highway to safeguard the Council’s interests in engineering, environmental and financial matters in accordance with current guidance.Undertake the acceptance or rejection and adoption of applicable highway structures as the council’s highway structures, Technical Approval Authority (TAA) for highway structures. |
|  | xii | Advise to the public and external consultants in relation to project progress and design of highway structures and act on behalf of the council. |
|  | xiii | Represent the council and highway authority at internal and external (regional and national) meetings, which may include the public and act on behalf of the council. |
|  | xiv | Respond to and manage Accident and Emergency calls associated with highway structures.  |
|  | xv | Lead in the development of the strategies and policies to manage highway structures, in particular, in respect of the improvement of substandard features and latent defects in highway structures. |
|  | xvi | Develop and implement a long term highway structures management strategy using asset management principles and the condition data collected from the various bridge and other inspection programmes. |
|  | xvii | Ensure integration with projects emerging from other programmes and budgets. |
|  | xviii | Act on behalf of the council to manage, plan and monitor highway structure commissions and contracts, including progress and financial control. |
|  | xix | Be accountable for the management and control of the highway structures budgets having the authority to negotiate under and overspends. Manage and report on expenditure and income to achieve outturns within budget allocations. |
|  | xx | Manage various highway structure statutory functions for the Council including the management and routing of abnormal loads. Act on behalf of the council. |
|  | xxi | Authority to provide a direct technical lead in the supervision of CYC highway structure works as and where required. |
|  | xxii | Authority to approve payment of invoices within approved financial limits. |
|  | xxiii | Provide technical support, guidance and recommendations to other CYC services and departments in matters relating to existing and proposed highway structures and other relevant structures. |
|  | xxiv | Manage, maintain and develop the highway structure’s records, files and data base. Work with the city and other archives as required. |
|  | xxv | Validate the ownership, responsibilities and liabilities of CYC and other highway structures affecting the highway. |
|  | xxvi | Advise on the integrity and continued safe use of highway structures during river flood and severe weather events. |
|  | xxvii | Develop new policy and procedures in response to changing national highway structure management guidance and requirements. |
|  | xxviii | Oversee the management of CYC asset management and GIS mapping systems for highway and other structures. |
|  | xxix | Liaise with external parties and organisations to gain their guidance and or permission to undertake highway structure works i.e. outside party permissions. Arrange payment of fees and charges as required. |
| **3.** | SUPERVISION / MANAGEMENT OF PEOPLEWhere works are being undertaken on, or with affect to, CYC highway structures, the post holder retains ultimate responsibility and authority on behalf of CYC for the effects and actions of those persons at the highway structure(s) for the duration of any works. I.e. the full day to day responsibility. Supervision / management of people includes, safety & integrity of structures due to works; pertinent health, safety & welfare; quality, quantity & scope of work; verify methods and processes; safety of the general public.Staff will be distributed across varying highway structure locations over variable time periods (days to months). The post holder will have authority to give direct instructions to all parties whose work or task interfaces with CYC highway structures. No staff currently report to this position on a permanent basis.No. reporting –Direct: Indirect: 60+ |
| **4.** | **CREATIVITY & INNOVATION**As the engineer with sole responsibility for the management of the council’s highway structures, it is essential that the post holder will be able to work without supervision to develop a range of innovative and creative solutions for both the management and maintenance of the council’s highway structures inventory.The post requires a creative and innovative approach to finding cost effective, durable and long lasting engineering solutions to complex technical problems. This has to be applied in the context of a wide ranging knowledge of Council and Government procedures and policies, and technical codes of practice and regulations including finance, procurement, legal aspects.The city’s highway structures cover a diverse range of structural forms, construction materials, scale, obstacle and agency interfaces which require creative and innovative solutions to be individually determined by the post holder to suit the particular bespoke issues which occur. Highway structure problems are very often unique and complex with no clear precedents for solutions and this requires imaginative original thought and creative application of specialist knowledge, technical research and investigation.Through the application of fresh and creative thinking the post holder will be required to continually seek and develop improved policies, procedures and working practices which will enable the introduction and exploitation of new and advancing technology to deliver an improved service to clients.Work in proactive cooperation and liaison with key contacts in other local and neighbouring authorities and government in the development of improved policies, design standards and procedures relating to highway structures.Continually seek to update technical and legislative knowledge and to develop effective methods of data gathering to provide members with information they need to make informed decisions when required.Assess and appraise the proposals of developers, promoters, contractors and suppliers for new highway structures, and their repair and maintenance solutions in order to minimise future CYC liabilities. The appraisal of issues will require the application of foresighted creative and imaginative thinking for which defined guidance will not be readily available in order to resolve conflicting issues into an acceptable and satisfactory solution.Investigate (research) and write (create) bespoke responses to a diverse range of enquires, issues , requests for information, complaints etc relating to highway structures from the general public, council members, media, FOI, developers, external agencies and colleagues.Research, develop and create (write) new policy and procedure in response to new or revised government and or council policy relating to highway structures management.Autonomously create reports and technical appraisals of documents submitted by developers in relation to works currently in progress and proposed highway structures.Develop and prepare specifications and tenders for a diverse range of complex highway structure works and schemes including relevant health safety and welfare, environmental, procurement etc information.Independently develop concepts, policy, procedures and systems through innovative dialogue with technical colleagues in order to explore, optimise and or agree the most appropriate highway structure management solutions.The post holder will continually seek to update their technical and legislative knowledge and skills in order to inform fresh approaches to the resolution of complex and interacting highway structure management issues.The post holder will develop creative and innovative methods of data gathering and management to enable the effective and efficient management of highway structures.Utilise blue sky thinking and analysis in order to propose viable highway structure concepts and alternatives for proposed highway structure development schemes and locations.Interpret information from a diverse variety of sources and forms in order to formulate solutions to complex highway structures maintenance and management issues.Apply imaginative and creative thinking to seek alternative sources of information and or resources to inform, resolve or overcome highway structures management issues.Apply sound holistic independent judgement in the assessment and resolution of highway structures management issues.  |
| **5** | CONTACTS & RELATIONSHIPSIt is essential that the post holder establishes and develops excellent working relationships with a diverse range of people and organisations both within and external to the council in order to facilitate the efficient and effective management of the councils highway structures.The post holder will deal directly with a wide and diverse variety of people and organisations throughout the working day on a regular basis in order to resolve, monitor, investigate, accept, reject, agree, progress etc highway structures management issues, schemes and projects.The post holder will make contacts and relations with a diverse range of people such as members of the public; external agencies; suppliers; specialists; contractors; other local authority highway and structures departments; councillors; internal council departments; across all management tiers as required by the nature of the issues.Represent the Council at all local levels, advise, deal with correspondence from and promote good relations with the public, police, media, elected Members, other local authorities, professional and private bodies and agencies to foster an understanding of bridge management and to develop constructive sustainable relationships.On a regular daily basis the post holder will deal with a range of complex and contentious issues which will require awareness of the council’s major policy objectives. The outcomes will have substantial implications for the council. The post holder may act on behalf of the council. Develop links with the other sections/departments within the Directorate and across CYC to progress the development of the programmes of work.Communicate the work of the Directorate to the Council and members of the public, including attending meetings when required and Committee meetings as appropriate. Write reports and make presentations to Members, the public and other organisations, as necessary, about the activities of the Directorate.Deal professionally and sympathetically with complaints and enquiries, ensuring that the best possible relationships are maintained despite difficult complex and often controversial matters being involved.Proactively engage with internal colleagues and external bodies whose business interfaces with CYC highway structures, to develop close and mutually effective working relations. Work in proactive cooperation and liaison with key contacts in other local and neighbouring authorities and government in the development of improved policies, design standards and procedures relating to highway structures.The effective duration of the contacts established will range between one off instances to long term working relationships.Relations and contacts will involve the post holder in undertaking discussion; negotiation; co-operation in order to understand, resolve and overcome contentious and stressful issues which will often be of a financial: technical: contractual liability nature, where there are no easily or clearly defined solutions readily available.Proactively develop relationships at regional and national level in order to represent the interests of the council, contribute to and influence matters of policy and practice, which affect the management of highway structures.Proactively develop co-operative relations with other local authority highway structures sections in order to share best practice, knowledge and experience.Proactively develop co-operative working relations with contractors; suppliers; regulatory agencies etc to achieve the efficient and timely resolution of highway structure management issues.The post holder will utilise excellent personal working relations in order to gain and source, knowledge and or resources in order to inform, resolve or overcome highway structures management issues.Ability to meet and make contact with people from diverse backgrounds and organisations in a comfortable and approachable manner. |
| **6** | **DECISIONS – discretion & consequences**

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| **discretion** As engineer with sole responsibility for the council’s highway structures, have the discretion for day to day decision taking and act on behalf of the council whilst working with out supervision. The post holder will be required to identify and prioritise their own work load based on structures management requirements and ad-hoc demands.Authority to halt works or processes likely to cause harm or danger to a highway structure; the general public and or persons in the vicinity of a highway structure.Responsible for monitoring and evaluating policy, practice and provision in relation to the management of the council’s highway structures.Decide on the priority and need for remedial works in response to reports of unforeseen and accidental damage and structural safety issues.Decide the specification, scope and extent of highway structure maintenance and refurbishment works and be accountable for decision taking on a day to day and year to year basis.Manage annual capital budgets which could be of up to £1,000,000, setting priorities for expenditure and authorizing payments. Manage annual revenue budgets, currently £108 000, setting priorities for expenditure and authorizing payments.Approve items of expenditure up to a limit of £20,000 subject to necessary approvals and authority being in place. Determine the scope and frequency of structural inspections and assessments to be undertaken on a year to year basis.Interpret and prioritize the findings from structural inspections, assessments and reports to inform highway structure management decisions on a day to day and year to year basis.Determine if highway structures proposed for the traffic routing of bespoke abnormal loads are acceptable and accept or reject.Appraise proposals for new highway structures from developers and decide if the proposed technical details are acceptable.Liaise freely with other council departments in order to resolve issues affecting highway structures.Administer construction contracts and decide if contractor requests for additional time and or money are acceptable under the terms of the contract in place. Convene and chair meetings and workshops on highway structures matters as required.Deal freely with other council departments to integrate highway structures works and requirements into other affected projects.Allocate and supervise CYC highway structure works, monitor performance and approve or reject the quality and extent of works being undertakenAutonomously provide information in response to questions and requests for information from councilors, public, developers, internal & external colleagues.Deal with external parties wishing to utilize CYC highway structures for their own purposes, provide advice and guidance and accept or reject their proposals. Work with external organizations to obtain their approval where required to undertake highway structure works including the submission of forms and payment of fees where appropriate.Be responsible for the development of a range of solutions for both the management and maintenance of the council’s highway structures inventory.The post holder will be proactive and act autonomously in determining and implementing solutions to highway structures issues.Represent the council at national and regional meetings on highway structures issues and have authority to take decisions. Specify what is an acceptable and appropriate level of health, safety and welfare provision during the undertaking of works at CYC highway structures.Take responsibility for staff recruitment and welfare (including health and safety at work issues). Undertake Performance and Development Reviews to set personal targets and identify training needs for staff.Advise senior Managers and elected Members on technical issues and recommend solutions to problems which may have significant financial and/or political implications. Work creatively within the scope of local policies, design guidance and national regulations to develop practical options for solving difficult and complex problems. Make decisions and direct staff in accordance with Council policies and procedures. Guide and advise the Head of Transport and other internal contacts on issues related to highway structures.Guide and advise on budgetary requirements and bids for funding of relevant parts of the service for which the post holder has responsibility. Advise on the effects of not receiving funding and its implications on the service.  Guide and advise the Head of Transport on civil engineering contract matters and recommend solutions to engineering and contractual issues, which will often have significant financial and reputational implications. Discretion to accept and approve or otherwise, of developers proposals for highway structures which may have a long term affect on the maintenance and management issues for the proposal. Authority to “sign off” the acceptance of the technical approval process for highway structures.**consequences**Good management of CYC highway structures minimizes traffic and travel disruption to these vital links in the city’s highway transport network.Good management of CYC highway structures minimizes disruption to the business and tourist economy of the city.Good management of CYC highway structures supports the good reputation and public image of the city council and council members.Proactive management of CYC highway structures reduces the risk of unexpected highway structure collapses.Good management of highway structures maintains them in a condition which is safe for users and ensures that they are fit for their intended use and purpose.Management of abnormal loads routing reduces the risk of damage or collapse to highway structures; death or injury to users; unplanned closure or restricted use.Considered and appropriate timing by the post holder of works to these vital transport links minimizes social and economic disruption to the city.Management of the inspection and maintenance of CYC highway structures by the post holders minimizes the risk of significant unplanned expenditure.Post holder engagement during the delivery of new highway structures to CYC reduces future maintenance and ownership liabilities.Good management of CYC highway structures reduces the risk of failures during river flood and severe weather events.Active engagement in local, regional and national policy making discussion and decisions have a direct affect on the undertaking and implementing of good CYC highway structures management.Appropriate specification of methods and materials for highway structures works and schemes has a beneficial effect for both the short and long term durability and lifespan (up to 120 years) of a highway structure.Highway structure management decisions taken by the post holder regarding the undertaking of highway structure works have a major impact on the public, external organizations and service provision.Competent administration and decision taking in the execution of conditions of contract during the delivery of CYC highway structures works and schemes have both cost and time benefits for CYC.Effective highway structures management reduces the risk of injury and accidents (fatalities) to contractors and the public during works at highway structures through the application of appropriate specialist knowledge.  |

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| **7** | **RESOURCES – financial & equipment**Directly accountable and responsible for the appropriate management and safety of multiple, large and complex structures ie CYC Highway structures stock (bridges & retaining walls). Also highway structures historic and asset management data.Current value of CYC highways structures stock asset, **£174 Million**, including thirty four highway structures which have values in excess of **£1 Million** each. In addition to the highway structures above.Highway structures asset management data and document archive (Hard copy and IT resources). Maintenance and safeguarding of relevant reference and historical etc, highway structures information, drawings, plans, records, files and data etc. Estimated value of archive asset **£90k**. |
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| **WORK ENVIRONMENT** **Work demands:**Being the sole CYC Engineer designated to highway structures management and all related ad-hoc issues, the post involves very high workload pressures coming from the need to competently resolve a diverse range of often contentious, interwoven issues and deliver a substantial number of complex engineering schemes within very tight deadlines. Delivery of planned work tasks is subject to constant interruption and frequent change in order to accommodate new and revised tasks, demands, priorities and reports of potential structural issues. This will require the post holder to continually risk manage and reschedule conflicting priorities to achieve deadlines, outcomes and provide resolution to issues.Respond to ad hoc enquiries from Members, senior managers, FOI’s, colleagues, the media, developers, and the public etc within specified or acceptable deadlines.Attend Committee, public, project, technical, regional and national meetings etc, some of which can be outside of or extend beyond standard office hours, may be convened at short notice and a variety of locations. Lead project and technical meetings.Deal with demanding, persistent, disgruntled and abusive customers in a polite, professional and timely manner. The considerable responsibilities and work load of the post which include the protection of public safety can frequently be stressful. The post holder will work independently and needs to be self motivated in order to self plan, prioritize, reschedule, undertake and deliver the variable tasks required by the post.Manage the interests of internal and external third parties who may have priorities and agendas which conflict with council policy and or the satisfactory management of highway structures.The post holder will need to have a flexible attitude to their daily work location which will vary as required between CYC offices, client and developer offices, the offices of other councils and agencies, CYC highway structures etc.The post holder is required to manage (i.e. research, design, plan, program, procure and administer) highway structure scheme’s programs whilst also dealing with the diverse and variable requirements to research, appraise and resolve an extensive range of issues affecting the overall management of highway structures.Out of doors work tasks will involve activities such as structures inspections; management and supervision of tasks and operatives; appraising, verifying and checking of structures related work; recording, photographing & taking measurements; meetings; unplanned emergency and accident response.The post holder will be expected to provide a prioritized response to emergency and accident situations which overrides other tasks. |

**Physical demands:**A combination of CYC office based activities with a significant requirement for site (ie out of office) and work at other locations.Sustained periods of significant mental effort and concentration required in the appraisal of highway structures issues and technical information to resolve interacting and conflicting issues into acceptable and satisfactory solutions.Significant keyboard activity and monitor use requiring the post holder to have very good keyboard skills.Significant periods of outside work which will require a good level of personal fitness and mobility, requiring periods of moderate physical effort in order to gain access to; and undertake work on and adjacent to highway structures work tasks and activities.The post holder will need to be able to negotiate uneven ground surfaces; fences; ladders; scaffolding; climb and descend steep slopes including river banks; access both restricted and confined spaces for works at highway structures . The post holder will need to be able to work at height.Required to drive to meetings and highway structure site works, some of which may be a considerable travel distance and or time away from York Transfer between CYC office locations and external 3rd party locations in response to job requirements.**Work conditions:** Usually office based, but requires significant time periods of out door work activities at highway structure and outside locations.Outside work tasks are not weather dependent and will be undertaken in locations involving exposure to adverse weather conditions. Additionally tasks will be required to be undertaken by the post holder in wet, dirty, cold, hot and unpleasant working conditions. Works will often be undertaken without readily available access to welfare facilities.Outside work tasks may be undertaken in environments which involve levels of hazardous noise / dust / fumes / vapours.**Work context:**Outside work tasks and supervision at highway structures involve the post holder in hazardous (high risk) engineering construction activities including,works at height;works in, on, adjacent to deep water and flooded watercourses; works in, on and adjacent to live high speed highways;works on and adjacent to live electrified high speed railway networks;works on, in, adjacent to navigable waterways;works involving, using and adjacent to heavy (ie large) mobile construction machinery; tasks within confined spaces;works involving or adjacent to live utility networks ie gas, electricity etc;works adjacent to farm livestock; etc.Risk of Wiels disease (Leptospirosis) from undertaking works on, in and adjacent to waterways, rivers and streams.Risk of needle stick injuries when undertaking works at highway structure locations. Risk of disease from bird and pigeon droppings when undertaking works at highway structure locations. Risk of aggression, injury or verbal abuse from dis-satisfied members of the public or stakeholders.Periodic lone working including unfrequented highway structure locations with potentially extended periods out of contact with office colleagues.Drive to and from site and meeting locations.The work carried out is often in the public eye due to the process of scheme consultation and democratic approval processes. Therefore it is constantly under scrutiny from the general public, elected Members, special interest groups and the media. This presents great pressure to avoid mistakes being made.Pay due regard at all times to the Council's stated policies relating to customer service and equal and fair treatment for all customers and employees.Works being managed or supervised may involve products, materials and processes which produce or involve hazardous levels of noise / dust / fumes / vapours. |
| **9** | **KNOWLEDGE AND SKILLS**The post holder will be a current, Professionally qualified Chartered Member of either the Institution of Civil Engineers or the Institution of Structural Engineers or equivalent.The post holder will be educated to Accredited Masters Degree level, Accredited Degree level or equivalent, in civil engineering, construction or similar discipline. The post holder will have the ability to undertake work of a complex nature, which requires a high level of skill and knowledge across a range of specialist disciplines.Ability to work independently and proactively without supervision. Exercise sound holistic independent judgement and take responsibility.Have an extensive background of well founded ability and knowledge in relation to the theory, materials, structural forms, processes, methods and or procedures relating to highway structures in either the design, construction or maintenance disciplines in order to manage highway structure works and issues of a highly complex, interacting and diverse nature.Ability to manage a diverse team of professional and technical officers in highway structures works and significant civil engineering projects. Identify the limits of a team’s skill and knowledgeAbility in commissioning, designing, specifying and contract supervision of projects, and developing and implementing innovative solutions, for highway structures and civil engineering works and the ability to evaluate their effectivenessHave a thorough background of ability and knowledge in the application of health, safety and welfare in relation to highway structures and civil engineering works. Commitment to leading continuous improvement.Have a range of sound ability and knowledge in relation to environment and sustainability issues. Committed to leading continuous improvement in sustainable development.Able to drive a car and or light van and hold a full UK drivers license or equivalent.Demonstrate a political awareness and the necessary skills to relate well to elected members. Excellent communication and presentation skills across written, verbal, graphical and numerical forms to technical and none technical personnel across all social, political and management levels. Excellent discussion, debating, negotiation and persuasion skills. Ability to communicate new concepts and ideas to technical and non-technical colleagues.Ability to read, interpret, analyze and explain complex engineering drawings, plans, processes and programs.Ability to plan, direct and control tasks, people and resources, to carry out works within budget and deliver expected outcomes. Ability to set and manage targets and deadlines.Ability to self prioritize, plan and manage a very demanding, diverse and constantly changing workload. Ability to lead teams and develop staff to meet changing technical and managerial needs.Manage, develop, lead, inspire and motivate others.The ability to work within a multi-disciplinary team environment.A clear commitment to the development and delivery of customer centered services.A broad knowledge of the Council’s policies and procedures.Ability in computer applications such as Auto CAD, Microsoft Outlook, Word, Access, Power point and Excel.The post holder will have a good knowledge of technical codes relating to the management of highway structures.The post holder will have a good knowledge of highways legislation and highway law relating to the management of highway structures.The post holder will have excellent numeracy and literacy skills.A high level of commercial and contractual understanding and an ability to use it within own area of responsibility. Ability to administer construction contracts such as ICE, NEC and JCT.Ability to specify, direct, undertake and interpret bridge inspection processes, methods and outputs.Ability to maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology.Ability to engage in the creative and innovative development of engineering technology and continuous improvement systems.Ability to conduct appropriate research and undertake design and development of engineering solutions.Commitment to continuous improvement through quality management.Continually seek to update and develop knowledge and skills relating to professional competence, including but not exclusively relevant to the management of highway structures. |
| **10** | POSITION OF JOB IN ORGANISATION STRUCTURE |
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|  |  | **Job Reports to:**Head of Transport |  |  |
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|  |  | **This Job**Highway Structures Manager |  |  |  |  |  |
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|  |  | **Jobs indirectly reporting to this one:**Highway structure inspectorsHighway roads inspectorsAbnormal loads officerDLO engineering staffDLO supervisors & inspectorsDLO operativesContract designersContract supervisors & operativesProject developers & promotersAsset valuation officerUtility providersStructural Engineering Consultants |  |  |  |  |  |
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