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|  | JOB DESCRIPTION | FormJD1 |
| JOB TITLE: Assistant Highway Adoptions Engineer | **POST NUMBER:**  |
| **REPORTS TO** (Job Title):  | Principal Development Control Engineer (Adoptions) |
| **DEPARTMENT:**  Network Management | GRADE: 6 |
| **JE REF:** | 4120 | PANEL DATE: | 29/01/2019 |
| **1.** | **MAIN PURPOSE OF JOB** To provide support and assistance within the Highway Adoptions team, including the full process of the adoption of new roads within the City, including associated highway improvements connected with developments. |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** |
|  | i | To support the Principal Engineer/ Adoptions Engineer in the checking of information and engineering drawings submitted to the Council so as to ensure that new roads are capable of being adopted. |
|  | ii | To support the Principal Engineer and Adoptions Engineer in preparation of reports and communications to be undertaken with developers and consultants for any changes considered necessary to achieve a highway layout suitable for adoption. |
|  | iii | To prepare standard/template 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 support the Principal Engineer and Adoptions Engineer in the calculation of 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 support the team and prepare regular updates on development progress, including logs of current status, flagging of issues which require the attention of senior officers; updating and monitoring of the development register/databases relating to legal agreements, bonds and fees. |
|  | vi | Under instruction of the Principal/Adoptions Engineer to undertake site visits to inspect, record and collate Information. |
|  | vii | To provide assistance in the preparation and updating of guidance notes and technical specifications and policies relating to Highway Adoption and Development Control matters. |
|  | viii | Printing and collation of drawings and supporting documents for senior officers.  |
|  | ix | To undertake an annual bench marking exercise to review fees, specifications and changes to highway legislation, as instructed by the Principal Engineer. |
|  | x | Prior to the commencement of developments, obtain, collate and edit a full photographic survey of the existing condition of adjacent highways. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**No. reporting - No Indirect: NoThe postholder will not be responsible for other staff.  |
| **4.** | **CREATIVITY & INNOVATION**A good level of creative thinking and the development of innovative solutions are essential to provide a proactive highway adoption service. This needs to be allied with problem solving skills, in order to resolve for example issues presented with deficient highway design or inadequate technical information. Application of technical knowledge is needed to implement appropriate solutions to a wide range of highway adoption related topicsFor 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.  |
| **5.** | **CONTACTS & RELATIONSHIPS*** **Internal**
* **External**

**Internal**The postholder will be required on a daily basis to work closely with Council officers from within the Directorate, other service areas and on occasion provide information to Council Members, such as the status of progress with the adoption of a new development. ExternalDaily contact will also involve external partners, including developers and their consultants. Contact will be verbal and written, with the some being direct and with some reference to line management.In all circumstances, the contact will be aimed at providing technical highways advice/guidance, based upon standard/approved design and specifications and occasionally to offer advice/solutions to problems.  |
|  **6.** | **DECISIONS – discretion & consequences****Discretion:** the postholder will have some discretion (subject to the guidelines referred to previously) as to the acceptability of a basic/standard highway design/specifications. The postholder will be fully accountable for their decision to the Principal Engineer. **Consequences:** the advice given by the postholder can have a influential impact on the detailed design/ construction / drainage of new developments.**Discretion:** the postholder will be required to make decisions regarding the planning and prioritisation of his/her work, taking into account conflicting demands and timescales. **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. **Discretion:** subject to statutory requirements, the Council’s and nationally determined policies, procedures and standards, the postholder has some discretion in reaching a recommendations on the highway design / construction.**Consequences:** the advice/recommendations and guidance given by the postholder either directly to developers/consultant or senior officers 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. |
| **7.** | **RESOURCES – financial & equipment***(Not budget, and not including desktop equipment.)* Description Value The postholder has no direct accountability for any physical equipment other than normal office equipment, for example PPE, cameras and surveying equipment for use on site.  |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context**Work demandsThe 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 sometimes 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 officers, which will require reprioritisation of current tasks.Physical demands 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.Working conditionsNormal 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.Work contextThe 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. |
| **9.** | **KNOWLEDGE & SKILLS**The postholder will ideally hold a qualification to a minimum level of ONC in either civil engineering, construction or other related discipline; or can demonstrate comparable experience. n addition they should be able to demonstrate:* Knowledge and experience in a highway, traffic, engineering, or a construction environment.
* Some knowledge of highway construction and the adoption of roads.
* Knowledge of appropriate legislation, guidance and regulations relevant to the post holder’s duties.
* Experience of computer software applications, including general ‘office’ products, such as Word, Excel, PowerPoint and specialised programmes relating to photo software.
* Ability to communicate with people and act in a tactful and diplomatic manner. Good customer care skills.
* 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 simple reports, comments and briefing notes.
* A commitment to continuing personal and professional development allied to a flexible and adaptable attitude to work and the working environment.

**Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level C1** - Effective operational proficiency or advanced - Can express him/herself fluently and spontaneously, almost effortlessly. Only a conceptually difficult subject can hinder a natural, smooth flow of language. |
| **10.** | **Position of Job in Organisation Structure**Job reports to: Principal Development Control Engineer (Adoptions)Other jobs at this level; Assistant Highway Adoption InspectorTHIS JOBJobs reporting up to this one:   |