**Drainage Engineer**

**Grade PO5**

**Job Description**

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| **Job Purpose** |
| * To asset management the Highway Drainage System, covering cyclic and ad hoc gully maintenance.
* To design and deliver reactive works to highway drainage assets.
* To investigate drainage issues and help identify drainage schemes for the development of each year’s Capital Drainage programme.
* To support delivery of the Capital Drainage programme and implement, drainage and municipal engineering schemes.
* To provide technical advice on drainage engineering matters within the Business unit, members of the public and others within the Council
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| **Major Tasks**  |
| * To manage the Borough’s Highway Drainage assets and oversee the data gathering and implementation of a more intelligent highway gully cleansing plan.
* To work closely with the Council’s Term Service Contractor to deliver effective highway drainage works.
* To respond to highway flooding issues and manage requests for ad-hoc drain cleansing and reactive works.
* To liaise with the contractor in respect of the delivery of the drainage cleansing service and reactive works
* To prepare detailed drainage schemes together with the preparation of Contract documents including Bills of Quantities, Specifications and Contract Drawings.
* To prepare and implement projects relating to drainage and other environmental and municipal schemes.
* To use GIS, asset management software and works ordering and management software on a regular basis
* To manage revenue and some capital projects from start to finish, monitoring the progress, both financially and with respect to time.
* The post holder will undertake the design and delivery of a wide range of engineering projects for internal and external clients.
* May be required to use systems concerned with the post’s specialism, to develop long term strategies, multi-year programmes of maintenance schemes, and annual proposals for particular schemes
* To deal with general enquiries from Councillors, the public and other internal and external bodies.
* In accordance with established Council procedures, the postholder will deal with a range of Councillor and general public generated enquiries and complaints
* To manage Capital and Revenue budgets on behalf of the Team Leader
* To undertake other engineering schemes and tasks as necessary, such as for example ad hoc inspections.
* The postholder will be expected to liaise, meet and share engineering information with the Council’s external engineering partners, as and when required.
* The Postholder will be expected to prepare and present reports at meetings which will involve evening meetings with Parish Councils etc.
* To fulfil the duties of Principal Designer under the CDM regulations where required.
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| **Contacts & Relationships** |
| * The post holder will be expected to have regular contact with contractors and consultants and demonstrate effective negotiating skills in relation to contract management .and other matters. Contact will be on a weekly basis
* Regular contact with Service Managers, Union representatives/stewards, Ward Members, Members of Parliament, Developers, contractors, external organisations, parish councils, voluntary sector providers, Members of the public, other local authorities, government departments and external suppliers
* Provide specialist, professional advice to others in relation the post’s area(s) of expertise; for example NEC contracts or drainage.
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| **Creativity** |
| * The postholder will be expected to show creative thinking, initiative and ingenuity within the designs and schemes produced along with realistic cost estimates
* The post holder must be able to write and present complex technical and non-technical reports, presenting complex issues in a clear, concise manner
* The post holder will be expected to have extensive knowledge of the relevant legislation and regulations related to the post’s area of operation
* The post holder will be expected to produce realistic programmes of work to reflect the aspirations of the Service Delivery Unit.
* The post holder will be expected to arrange and prioritise their own work on a daily basis and to guide team members in their work planning
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| **Decisions** |
| * The post holder will be expected to make regular decisions based upon sound engineering judgement, contract legislation, health & safety matters and financial constraints
* The post holder will be expected to make decisions and recommendations to the Team Leader, Service Manager, Directors and elected members on Engineering matters.
* The post holder will be expected to make daily decisions regarding work on site. These decisions may have financial implications
* The post holder will make frequent decisions regarding the health & safety and welfare of contractors as reported by the site supervisor.
* The post holder must deal with complaints on a regular basis and ensure effective service resolutions which may be shared with the team in order to promote continuous improvements
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| **Management & Supervision** |
| * The post-holder will be expected to communicate effectively with Service Managers and Team Leaders across the Service Area and throughout the Council, to ensure effective and efficient delivery projects and/or programmes
* The post-holder will be expected to manage contractors engaged by the Service Area
* The post holder will supervise the Assistant Engineer(s) and Apprentices as and when necessary
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| **Supervision Received** |
| * The post-holder will report to the Team Leader.
* The post-holder will also be expected to work closely with the Service Managers for Engineering and Highways
* The post-holder may also receive guidance from a Director.
* The post holder will be expected to work autonomously managing and arranging their own work, only contacting the manager to identify progress and provide complex professional advice
* The post holder will manage, plan and arrange their own work
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| **Complexity** |
| * To be creative in conceiving and evaluating options for engineering projects and initiatives without supervision
* To fully understand and implement the requirements of legislation relevant to this role.
* To be able to demonstrate a working knowledge of statutory legislation, Codes of Practice, regulations and Council policy and be aware of any changes so to align effective service delivery through detailed technical analytical surveys, quality assessments and technical inspections, including development/compilation of appropriate records, reports and data.
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| **Resources** |
| * The post holder will be expected to financially monitor and projects that they are directly involved in. Including monitoring of individual team member timesheets.
* The post holder will be expected to use Autocad , P2net , Micro drainage and other project management software
* The Post Holder will be expected to use Surveying Equipment on a weekly basis.
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| **Impact** |
| * The post holder has an authority wide role in providing advice to other services in terms of Engineering matters
* This is a front facing role with impact on a wide range of stakeholders including parish and town councils, contractors and consultants.
* The postholder manages negotiations with contractors to ensure ongoing value for money The postholder formulates responses and deals with Councillors and customers who have complex and politically sensitive complaints to protect the Council’s reputation
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| **Physical Demands** |
| * The postholder is also required to carry out site visits across the borough including live construction sites
* The post Holder is expected to lift materials and equipment on site.
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| **Working Environment** |
| * The postholder is required to attend site including live construction sites. Risks include, deep excavations, large moving plant and machinery, dust and noise.
* The role at times may require ward walks or site visits in all weather conditions.
* The role often requires attendance at meetings outside office hours or occasionally over weekends
* Contact with customers is by telephone and face to face. Occasionally complainants can occasionally be verbally abusive.
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| **Emotional Context**  |
| * The emotional strain or distress this role is expected to face would be limited however the post holder will come into contact with residents who have experienced flooding and can be angry and distressed.
* There may also be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information
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| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade. The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc. The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.The post holder will be expected to have a full UK driving licence and be able to drive on work business. |

**Person Specification**

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| **Criteria** |  |
| **Qualifications** | * Degree in Civil Engineering or other related subject essential
* Chartered membership of a relevant professional body/chartered engineer or the equivalent in terms of a combination of relevant qualifications and experience
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| **Experience** | * Experience in the design and supervision of complex engineering schemes including the production and administration of contract documentation.
* Experience in the operation of computer software including Autocad, Microdrainage, GIS and other specialist software.
* Experience of dealing with customers and Councillors in a local authority or other regulatory environment
* Experience in the use of standard word processing, spreadsheet and database software
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| **Knowledge** | * Able to communicate effectively, both orally and in writing including presentation Skills.
* Able to carry out a range of engineering functions without supervision.
* Able to negotiate effectively with other professionals.
* Able to continuously monitor, review and improve working practices
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| **Skills** | * Able to represent the Business Unit at meetings
* Able to assimilate information quickly, even outside the normal work field
* Able to appreciate and balance many demands and constraints, both environmental and ‘political’, to produce practical and effective solutions
* Financial monitoring skills are essential for the effective monitoring of projects.
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| **Personal style & behaviours** | * As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council’s intranet pages.
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| **Fluency Duty** | This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role. The post holder: * Can use language flexibly and effectively for social, academic and professional purposes
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| **Political Restrictions\*\*** | This post is not subject to political restrictions. |

More information is available at:

<http://ecouncil/Fluency/Pages/default.aspx>

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None | X |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

 *Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as* ***not*** *being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.