

JOB PROFILE

Post Title: Roads Engineer/Technician (Design & Network Sections)

Post No: GENERIC

The Engineer/Technician is responsible, through the Service Manager for the engineering design or supervision of road improvement or other works. The postholder may also carry out a range of duties towards management of the public road network.

The postholder works in one of the following sections: Design or Network. The specific tasks for each section are listed below, but it should be noted that the post holder may be transferred from time to time between sections.

Specific tasks in the **Design Section** will be:

- Carrying out surveys and investigation of proposed works;
- Undertaking project management - design of options, comparisons, feasibility studies, etc;
- Public consultation, report writing;
- Undertaking detailed designs and estimates. Producing AutoCAD Drawings and documents;
- Land acquisition, and the seeking of various consents;
- Leading the tendering process;
- Supervision of DLO or Contractors;
- Dealing with CDM and ensuring health and safety at all times;
- Dealing with Utilities through the NRSWA, landowners, traffic, etc;
- Dealing with Variations to Contracts and other contractual issues, including monitoring costs, etc;
- Managing small numbers of other staff; and
- Material testing and Laboratory work.

Specific tasks in the **Network Section** will be:

- Updating the roads inventory, gazetteer, etc;
- Issuing traffic orders, construction consents, and undertaking public consultations;
- Monitoring and regulating Utilities and others under the New Roads and Streetworks Act;

- Dealing with CDM and ensuring the health and safety of works and public at all times;
- Investigating and advising on development control issues. Undertaking Public Consultations;
- Organising and undertaking various condition surveys of the road network;
- Monitoring statutory inspections, programming, standards and costs of maintenance works, as required under Best Value;
- Preparing and managing maintenance contracts and works, such as for cattle grids, bridge repairs, etc;
- Organising and undertaking traffic management and road safety surveys, and development of schemes for orders and/or works. Carrying out public consultations. Implementing as appropriate.;
- Initiating and developing outline road improvement schemes, estimates, prioritisation and public consultation, under the "Costed Action Plan" of the Corporate Plan; and
- Preparing reports for Committee, Forum, Community Councils, etc.

From time to time, the Council may require the postholder to undertake duties outside those specified.

PERSON SPECIFICATION

Post Title: Roads Engineer/Technician (Career Graded)

Post No: GENERIC

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment and selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's values, please visit the Shetland Islands Council's website and search for 'Our Values'.

Additional post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
<u>Personal Features/ Qualities</u>	Ability to provide leadership. Capacity for creative thinking. Energy and initiative. Self-disciplined and able to work to strict deadlines. Personal motivation and ability to motivate others. Capacity to work under pressure. Sensitive to public needs and responds accordingly.	
<u>Relevant Experience</u>	Extensive relevant experience in a Civil Engineering environment.	

Experience in the project management of complex civil engineering works or Roads Authority functions.

Experience in demonstrating value for money service delivery.

Experience in, and ability to handle, complex issues.

Experience in implementing and reviewing service delivery through service plans.

Experience of consultation and negotiation with the public, contractors, etc.

Education

Possession of an honours degree (or equivalent) in a relevant discipline.

Chartered Membership of the Institution of Civil Engineers or equivalent.

Associate Membership of the Institution of Civil Engineers or equivalent.

Skills, Abilities and Knowledge

Knowledge of statutory requirements for roads management.

Knowledge of civil engineering design, works and contractual matters.

Knowledge of relevant Health and Safety legislation and practices.

Excellent Interpersonal, communication and presentational skills.

Communication skills.

Ability to manage and supervise technical and/or professional staff.

Budget monitoring skills.

Commercial awareness and appreciation of quality management and customer care techniques.

Allowances: Distant Islands Allowance
Evaluated Grade: G-L
Date of Evaluation: 06/04/2011
PVG Membership: N
Disclosure Check: N
Date of Last Amendment: 21/04/2021