

# Highway Maintenance Engineer (Routine)

## Grade 10

### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

#### **Directorate Purpose**

Staffordshire County Council is one of the largest local authorities in the UK with an ambitious vision for Staffordshire and its people. Achievement of that vision will be underpinned by the support of the Council's Economy, Infrastructure and Skills directorate (EI&S). The vision for EI&S is to help

Staffordshire's economy grow, so that everyone has the opportunity of a good job and good prospects in a beautiful, safe, accessible, vibrant, cultural, prosperous, business friendly and sustainable county.

## **Service Purpose**

The Highways & Built County team is a multi-disciplinary team whose purpose is to manage, maintain and sustainably improve Staffordshire's Built Environment so that amongst other things it is safe, accessible, functions well, promotes inward investment and economic growth, and supports social cohesion and healthy lifestyle choices.

This will be achieved by:

- Keeping the network in the best condition possible with resources available using asset management to enable the lowest whole life cost of asset ownership.
- Supporting Staffordshire's economy to grow, generating more and better-paid jobs ensuring that work on the highway is of the required quality.
- Improving customer satisfaction with Staffordshire County Council and enhance its reputation.
- Ensuring that highway information required to manage and maintain the network and support asset management decisions is available, is held in the best place is accurate and of the required quality.
- Taking action to reduce waste generation, re-use resources where possible, reduce energy use, increase sustainable travel, adapt to climate change already taking place and for the future.
- Keeping the network safe for all users, improving network resilience and availability, providing a freer flowing network, supporting events on the highway and where issues do occur, efficiently and effectively administering claims.
- Keeping people safe from harm, empowering people to deliver and grow, innovate, share knowledge and best practice.

## **Reporting Relationships**

**Responsible to:** Highway Maintenance Manager

**Responsible for:** Such staff (internal, external or seconded) as may be placed under the postholder's control from time to time to deliver specific projects.

**Key Accountabilities:**

1. Receive, prioritise, investigate, and answer enquiries non routine and unplanned enquiries relating to highway drainage and other maintenance issues in an area of the county.
2. Conduct and co-ordinate investigations and apply engineering knowledge and experience to identify and prioritise solutions to highway drainage and other non-routine highway maintenance issues.
3. Prepare information for contractors to carry out required work, establishing and maintaining good relations to ensure that work complies with the requirements of contract documentation, there is good communication, relationships and quality assurance during through the work and that it is effectively managed through to completion.
4. Assist in the development of methods of prioritising highway drainage and other nonroutine highway maintenance issues, and the development of future programmes of work for minor capital maintenance.
5. Effectively manage expectations by engaging with County Councillors, customers and other stakeholders on issues raised.
6. Engage with contractors and supply chain partners to ensure good communication, relationships and quality assurance during any work.
7. Lead on public engagement and communications across multiple formats for including in person presentations, written communications, web pages and responding to public queries applying asset management principles to influence stakeholders.
8. Responsible for project budgets for specific drainage and other minor capital maintenance works, ensuring estimated costs are accurate and best value, reviewing and recording compensation event changes. Support the development of capital forward programmes based on budgetary allowances.
9. Comply with the requirements of the latest health and safety legislation, with particular regards to the duties of the 'designer' role under construction (Design and Management) regulations.
10. Interpret technical advice including legislation and codes of practice to provide internal and external guidance and support on highway maintenance, safety aspects of works activities, methods of work and reinstatement methods/practices to ensure the most expeditious completion of activities and the protection of the highway asset.
11. Contribute to the development of service (functional) specifications for highway drainage and other maintenance activities taking insight from highway users,

Members and other key stakeholders ensuring plans are in place to provide assurance that required levels of performance are being achieved.

12. Maintain an awareness of the external environment, including participation as necessary on industry working groups to identify opportunities for improvement in asset inspection activity and contribute to the development and improvement of processes, procedures, quality management systems as appropriate.
13. Encourage innovation, sustainability and low carbon solutions through early contractor involvement and liaison with Staffordshire's specification group.
14. Undertake continuing professional development and acquire new skills, being prepared to undertake further training as and when required.
15. Available to work outside normal working hours on occasion to meet business need which may include dealing with an unplanned event or critical incident.

### **Other Information**

This post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally and regionally.

This post has no political restriction.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

GP13.06.2025  
70000733/G10/CAS

## **Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

## **People Management**

Engaging with People Management policies and processes

## **Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

## **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

## **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.





## **Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

## Person Specification

A = Assessed at application. I = Assessed at Interview. T = Assessed through Test

Minimum Criteria for Disability Confident	Criteria	Measured by
Scheme *  	<p><b>Qualifications/Professional membership</b></p> <p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> <li>• Educated to Level 6 (e.g. degree level) in civil engineering and/or proven experience in a relevant discipline, i.e. civil engineering</li> <li>• Professional qualification at Incorporated Engineer (IEng) level or skills, knowledge and experience equivalent to the standards published by the Engineering Council in the UK-SPEC</li> <li>• Member of an appropriate professional body</li> </ul>	All A/I
    	<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience in the investigation, design and delivery of solutions to highway drainage and other maintenance related issues.</li> <li>• Knowledge of statutory obligation of the Highway Authority and work identification procedures</li> <li>• Knowledge and understanding of design standards, design guidance and statutory requirements associated with highway projects</li> <li>• Experience of working with highway contracts, highway legislation and legal agreements</li> <li>• Demonstrable understanding and management of customer and public interfaces</li> <li>• Demonstrable experience of contract and performance management with providers to deliver services</li> <li>• Demonstrable experience of working with parish and district councils, elected members, community groups, businesses and other organisations</li> <li>• Ability to develop and maintain partnerships to support ongoing service delivery</li> <li>• Demonstrable experience in working in multi-disciplinary teams</li> </ul>	All A/I

	<ul style="list-style-type: none"> <li>• Demonstrable experience of working in a political environment</li> <li>• Experience of innovation in the delivery of services</li> <li>• Experience in tackling climate change at a service level to make Staffordshire sustainable</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Persuasion and negotiation skills</li> <li>• Inclusive approach to stakeholder engagement and service delivery</li> <li>• Financial and budgetary skills</li> <li>• Analytical skills with good attention to detail</li> <li>• Planning, organising and coordinating skills</li> <li>• Written, verbal and digital communication skills, with the ability to pitch communications at an appropriate level to the target audience</li> <li>• Computer literate with ability to use systems such as Microsoft 365 and AutoCAD</li> <li>• Valid driving licence and the ability to travel across a wide geographic area</li> </ul>	All A/I
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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting Talent & Resourcing Team 01785 278300