



**Job Profile and Working for Stockport Council**

Our Council

Our employees are our **greatest asset**. We’re proud of the way we provide vital frontline services every day and work together, as **one team.**

Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>

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| **Role:**  |  | Engineer / Transportation Officer |
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| **Service Area:** |  | Highway Planned Maintenance & Minor Structures – Network Asset Maintenance Team |
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| **Directorate:** |  | Services to Place |
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| **Salary Grade:** |  |  Scale 5/6 £22,183 - £27,041 |

**About the Job**

**Main Purpose of the Job**

We are seeking to appoint an Officer with highway experience. We are delivering a highway maintenance investment programme across the borough and this will continue over the next 3 years. The post holder will assist with the delivery of the programme. The postholder will also be responsible for the delivery of highway drainage and car park maintenance schemes, small retaining wall and safety barrier repairs.

**Key Responsibilities**

* Plan and project manage a range of footway and carriageway maintenance schemes from patching to full reconstruction works
* Have a working knowledge of GIS systems
* Liaise with contractors and utility companies and prepare health & safety documentation
* Respond to enquiries and complaints in a timely manner
* Produce estimates using a bill of quantities and check accuracy of accounts
* Have a working knowledge of highway maintenance materials and design specifications
* Assist in identifying hazards, completion of risk assessments and compilation of pre-construction information ensuring all works are completed in accordance with Health & Safety legislation.
* Assist in the preparation of tender/contract documentation. To assist in administering of the contract, supervision of contractors on site and verification of valuations for completed works.
* Take ownership of enquiries and issues to ensure they are addressed and resolved in a thorough and timely manner.
* Assist with the development and implementation of improvement measures and carry out delivery activities to maintain and improve the highway asset.
* Assist with the preparation of annual programmes of highway and lighting work in collaboration with other teams, partners and external stakeholders.
* Maintain a record of maintenance history, assist with data collection and condition surveys of key assets.
* Assist with the delivery of quality, value for money highway and lighting maintenance schemes that take account of the impact on the environment.
* Collate condition data to identify and arrange repair of priorities on the network.
* Ensure the highway is safe for all users through effective inspection and repair of highway and lighting assets.
* Monitor contractor performance.
* Ensure service standards are met and that customers are informed in a timely manner with accurate records maintained on all aspects of the case / enquiry.
* Work positively and inclusively with colleagues and residents so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
* To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.

**Additional Information**

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

The successful applicant will be required to carry out daily site visits using their own vehicle and will need the necessary insurance for this type of use. The Council has a scheme in place to reimburse employees who are required to use their vehicle for business purposes.

**About You**

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

* Knowledge of highway maintenance scheme delivery
* Experience of supporting projects and workloads, achieving objectives to time and quality
* Experience of analysing data to inform solutions
* Dealing with enquiries or complaints from the public
* Working knowledge of a GIS system
* Understanding of highway design specifications and material selection
* Working with external organisations to provide a service
* Experience of partnering contracts
* Checking accuracy of detailed accounts
* Working knowledge of CDM regulations
* Working knowledge of the New Roads & Street Works Act
* Demonstrable numeracy, literacy and ICT skills at GCSE / BTEC level or above
* Clean driving license and access to a vehicle for work purposes

To work to the Council’s values and behaviours by:

* Keeping the people of **Stockport** at the heart of what we do
* Succeeding as a **team**, collaborating with colleagues and partners
* Driving things forward with **ambition**, creativity and confidence.

Showing value and **respect** to our colleagues, partners and customers.