



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Highway Engineer (Development Control)
Grade:	SO2
Directorate:	Places
Department:	Highways
Responsible to:	Principal Highways Manager

Purpose of the Job:

To advise on the Highway and Transportation requirements with respect to planning applications and developer's proposals. To assist with the preparation of Section 38/106/278 Agreements. To supervise and monitor construction works undertaken in accordance with these Agreements. To deputise for the Principal Highway Manager in respect of these services when necessary, both within the Council and in respect of external meetings.

To assist with the development, design and implementation of small works and safety improvement schemes undertaken on behalf of developers, or to further the Council's own works capital programme.

Main Responsibilities:

1. Planning Applications & Developer Proposals

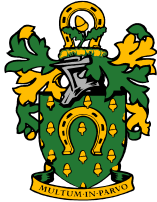
- a. To assess and provide recommendations for highway and lead local flood authority requirements in respect of planning applications and enquiries.
- b. To assist with the provision of the highways and drainage input into the development plans and proposals in respect of highway matters.
- c. To assist with the preparation of evidence for and attendance at public enquiries in respect of planning issues relating to highway and LLFA requirements, including acting as an expert witness for the Council.
- d. To attend the Development Control and Licensing Sub-Committee of the Council and to deputise for the Planning Engineer (Policy) at meetings of the East Midlands Highways Development Control Forum.
- e. To attend planning committees, public meetings, parish council meetings, and such other meetings as may be required, in order to assess and answer



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queries in connection with planning issues, and highway issues in relation to the Integrated Transport Scheme and the Speed Limit Review.

- f. To monitor construction work undertaken in furtherance of Section 38/106/278 Agreements, including the arrangement of coring and other methods of testing to secure compliance with the appropriate Specification.
 - g. Respond to and advise on initial enquiries regarding proposed development.
 - h. Assess and evaluate preliminary design proposals by developers and third parties.
 - i. Ensure that highway requirements in relation to planning applications are complied with.
 - j. Calculate figures for Bonds and Security Deposits in respect of Section 38/278 Agreements.
 - k. Undertake road safety audits on schemes designed by others, including Section 38 and 278 works and other schemes.
 - l. Provide information to Legal Services so that appropriate Section 38/278 Agreements may be progressed on behalf of the Council.
 - m. Assess Land Drainage Consent Application and issue certificates of approval.
 - n. Assist Transport with the design and installation of new bus stops and improvements of existing bus stops. Includes assessing site for new bus stop location, calculating civil works and co-ordinating RCC contractors and the external contractors to efficiently install a new shelter.
- 4. Improve Road Safety and Highways Maintenance**
- a. Undertake speed surveys with which to promote appropriate traffic calming measures within and adjoining new developments.
 - b. Undertake speed surveys and data analysis for speed limit reviews and safety scheme requests.
 - c. Assess Highways Concerns raised by Parish Councils, the MP and partners in order to improve road safety in Rutland
 - d. To carry out feasibility studies, consultations, outline and detailed design (including all necessary calculations and drawings) of highway maintenance and improvement schemes of all varieties and values.



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- e. To carry out necessary calculations and prepare drawings as required, with which to enable a contractor to tender for proposed works.
 - f. Supervising highway contractors to ensure works are carried out in accordance with contract documents and agree for payment.
- 5. Record Keeping & Information Management**
- a. Update record plans held at Catmose in respect of adopted highway, including those held in digital formats.
 - b. Produce Land Charge searches in respect to Highway requests and respond directly to Solicitors.
 - c. Provide and manage information to Legal Services so that appropriate agreements can be prepared for the adoption of LEAPS & POS, including the calculation of all associated fees on behalf of the Council, including all on-site supervision.
- 6. Other Duties**
- a. Deal with emergencies and planned events outside normal working hours as required.
 - b. Assisting with the organisation or operations to clear snow from the highway and to deal with other adverse weather conditions insofar as they may affect users of the highway.
 - c. To participate in an Out of Hours stand-by rota.
 - d. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

Supervision of contractors

STANDARD CLAUSES

1. Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

2. Welfare

You have a responsibility for staff welfare, guidance and support in conjunction with Human Resources and other appropriate staff.



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3. **Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

4. **Equal Opportunities**

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

5. **Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

6. **Financial Management**

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

To administer the budgets assigned to you in accordance with financial and contract procedure rules.

7. **Technology**

Where appropriate you will work with computer and other new technology and associated systems as required and support staff in its use.

8. **Risk Management Responsibility**

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

9. **Environment**

You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

10. **Other duties**



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This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
GCSE Maths/English or equivalent	A, D
BTech HNC (Civil Engineering)	A, D

Desirable	Method of Assessment *
A Levels (or equivalent) in English and Mathematics as a minimum	A, D
City and Guilds certificate in AutoCAD	A, D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of computerised systems and their applications	A, I
An ability to develop innovative concepts	A, I
Staff or contract supervision	A, I

Desirable	Method of Assessment *
Experience in a transportation/planning or allied topic	A, I
Experience of computerised systems, including modelling techniques	A, I
Experience of Winter Maintenance and out-of-hours emergency operations	A, I



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SKILLS

Essential	Method of Assessment *
An ability to negotiate and consult with interested parties.	A, I
Good numerical skills with which to undertake measurements and prepare Bills of Quantities.	A, I
Good report writing skills	A, I
Communication skills with which to assist the public/developers and consultants.	A, I
Able to work effectively on an individual basis, but as a member of a team when required.	A, I
Flexible approach, yet able to meet deadlines and prioritise.	A, I
An ability to work individually demonstrating self-motivation.	A, I
Confident and assertive	A, I
Excellent organisation skills	A, I
Supervision skills	A, I
Research and Analysis skills	A, I

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A, I

OTHER

Essential	Method of Assessment *
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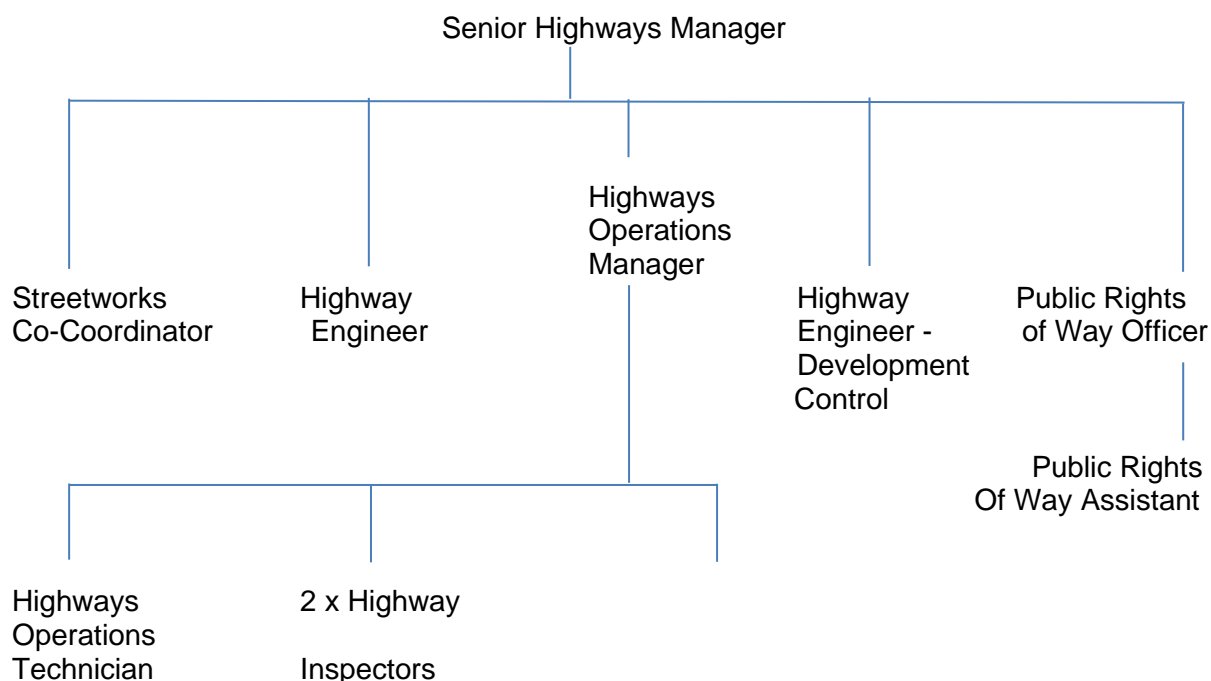


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Mobile and able to work from various locations	A, I
Willing and able to work unsociable hours on occasions	A, I

* **A = Application Form** **D = Documentary evidence** **I = Interview** **T = Test**

STRUCTURE



NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
3/3/2015	Yes	Neil Tomlinson Senior Highways Manager
02/05/2018	Yes – format updated	Neil Tomlinson Senior Highways Manager
22/10/2018	Yes – up-dated JD	Neil Tomlinson Senior Highways Manager