



- 6) Respond to enquiries from Risk Management and Insurance regarding insurance claims and attend court as a witness when required.
- 7) Manage the response to insurance claims relevant to work area, investigations and reports and review associated procedures as required.
- 8) Implement new highway improvement schemes and traffic management and other schemes following completion of preliminary design work by others.
- 9) Work closely with managers and inspectors to manage first and second stage enforcement of the removal of unauthorised highway obstructions and other infringements of highways and associated legislation with referral of persistent offenders to the Enforcement Team
- 10) Supervise all stages of engineering works appropriate to own area.
- 11) Issue instructions and give guidance on site. Stop or reject works on site which violate specification or codes of practice and safety standards. Order minor works within limits of delegated authority.
- 12) Be fully aware of the financial implications of all engineering work under own control and the need to obtain value for money.
- 13) Issue works orders within agreed programmes and delegated limits for repairs identified in the course of the safety inspections.
- 14) In liaison with other Directorates, contractors, and other engineering groups, estimate, allocate, monitor, and control the following highway/traffic activities: -
  - (i) Borough highway maintenance and repairs, including highway greens, highway drainage and tree planting/removal as required.
  - (ii) Provision of a direct service to the public in the management of rechargeable and accommodation works for and against public utilities and other bodies.
  - (iii) Maintenance and installation of street furniture, parking meter posts, allied signs, non-allied signs, accommodation works generally and graffiti removal.
  - (iv) Works allied to highway emergencies and the 'service' aspects of snow clearance and salting, setting priorities, and recommending methods.
  - (v) Traffic management and other schemes to improve movement on the highway network
- 15) Liaise with contractors and statutory undertaker's representatives on site.
- 16) Inspect work by contractors and statutory undertakers, checking for quality and quantity and materials as per specification
- 17) The postholder must be prepared to undertake work outside normal office hours in the interests of the service, such as for an emergency.
- 18) Liaise with the contractor to resolve issues and ensure the smooth delivery of the service and timely completion of orders.
- 19) Deputise for the Highways Maintenance and Improvements Manager where required
- 20) To undertake any other work appropriate to the level and general nature of the post's duties.

- 21) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 22) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 23) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 24) To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency.
- 25) To undertake supervision/management of staff as and when required.
- 26) You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Highways Maintenance & Improvement Manager