

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Transport	POSTHOLDER
SECTION	Programme and Public Realm	GRADE SO2
POST DESIGNATION	Structures Engineer	

Purpose of Job:

To be responsible to the **Principal Structures Engineer:**

- i) To work alongside the Principal Structures Engineer to provide efficient and effective management of structural and associated engineering, foot tunnels and bridges functions of the division in accordance with the relevant contracts/agreements, council policies and procedures and with all statutory requirements, design standards and codes of practices.
- ii) To undertake duties relating to the planned and routine maintenance and major works to all highway and bridge structures and input to the maintenance of other assets as required.

Manages up to 0 directly managed staff.

Manages up to 0 indirectly managed consultancy/contracting staff.

Main Duties:

- 1) Liaise with internal and external multi-disciplinary teams to help ensure highway structures projects are delivered from feasibility to post construction.
- 2) Ensure that all assigned work is completed to time, budget, and high-quality standards. Assist with management of the highway structures and bridge maintenance programmes in accordance with allocated capital and revenue budgets.
- 3) To prepare designs, contract documents, estimates, quotations for improvement and maintenance of all highway and bridge structures.
- 4) Assist with the management of the Council's stock of highway and bridge structures, including foot tunnels, in accordance with the national standards, statutory requirements and best practice to ensure all structures are safe.
- 5) Work with other professional staff on the analysis, design, construction, strengthening and maintenance of council / highway structures, including inspections, risk assessment, monitoring, load assessments from demolitions and other related municipal engineering works. Support the Principal Bridges and Structures Engineer on large/complex highway structures projects.

- 6) To regulate and monitor the movement of high and heavy load vehicular movements through the borough.
- 8) To monitor expenditure including preparing detailed costs for specific projects/areas of work/claims for payment. Operate within the financial limits and budgetary arrangements of the Directorate.
- 9) To ensure delivery of a high-quality customer service by undertaking investigations and providing responses to complaints and queries raised by staff, key stakeholders, customers, and Members. To ensure deadlines to all formal enquiries are met.
- 10) To draft and prepare briefings for consultants and term contractors. To supervise work, ensuring contractual compliance and the meeting of statutory requirements is met and complied with in all areas.
- 11) To advise Councillors and senior professional officers throughout the Council on technical and professional matters relating to the responsibilities of the team.
- 14) Maintain up to date knowledge of with the latest developments and industry best practice in all aspects of bridge and structural engineering.
- 15) To provide advice in the drawing up of legal agreements to ensure that developers make appropriate contributions towards the Council's highway structures and bridges.
- 16) To provide input in the development and maintenance of any new technology systems and equipment for the benefit of the service. Enter data and receive output from any relevant electronic data processing equipment according to agreed procedures. Use third party systems as required such as the London Bridge Engineers (LoBEG) Bridge Station.
- 17) To undertake any other work appropriate to the level and general nature of the post's duties.
- 18) 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.
- 19) 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.
- 20) 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.
- 21) 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: **Principal Structures Engineer**