

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT	Transport	POSTHOLDER
SECTION	Highways and Traffic	GRADE SC6 - PO2
POST DESIGNATION	Traffic Engineer	

Purpose of Job

Accountable to Senior Traffic Engineer for the carrying out of schemes of improvement to the highway network.

Summary of main duties and responsibilities

Career Grade - Scale 6

1. To assist in gathering data (site surveys, condition data, traffic movements) necessary for the design of minor traffic management schemes.
2. To assist in the detailed design, including the preparation of drawings, of minor traffic management schemes.
3. To assist in the preparations of estimates of cost relating to minor traffic management schemes.
4. To inspect work by contractors and statutory undertakers, checking for quality and quantity and materials as per specification.
5. Liaise with contractors and statutory undertaker's representatives on site
6. Work out of hours as necessary for site inspection, recording and work supervision.
7. Utilise computerised systems as appropriate to the role.
8. Respond to queries from members of the public and assist in the preparation of responses to elected members, MPs and partners.

9. Ensure at all times that work undertaken actively promotes the Council's Equal opportunities, Customer Care and Environmental policies in relation to service delivery and personnel practice.
10. In discharging the duties of the post, have due regard to the provisions of Health and Safety at Work legislation, and provide support in order to implement measures are necessary to ensure the health and safety of the public.
11. Analyse data necessary for the design of traffic management schemes.
12. Carry out site measurements and inspection preparatory to payment and approval of contractors work.
13. Produce preliminary designs for minor traffic management schemes.

Additional duties – Career Grade up to SO2

14. Undertake the detailed design, including the preparation of drawings, of traffic management schemes.
15. Prepare estimates of cost relating to minor traffic management schemes.
16. Assist in the checking of draft Traffic Management Orders for traffic management schemes.
17. Issue works orders and site instructions relating to minor traffic management schemes.
18. Liaise with contractors and statutory undertaker's representatives on site
19. In discharging the duties of the post, have due regard to the provisions of Health and Safety at Work legislation, and take measures as necessary to ensure the health and safety of the public.
20. To assist in the detailed design, including the preparation of drawings and specifications, of more complex traffic management schemes.
21. Prepare estimates of cost relating to more complex parking control schemes.
22. Undertake checking and amendment of Traffic Management Orders relating to traffic management schemes.
23. Analyse invoices/claims relating to minor traffic management schemes and make recommendations in relation to payment.
24. Prepare reports on own work.

25. Respond to queries from elected members, MPs and partners.

Additional duties – Career Grade up to PO2

26. Maintain an up-to-date knowledge on all legislative matters relating to area of work

27. To undertake the detailed design, including the preparation of drawings and specifications, of more complex schemes to improve the condition of, or movement on, the highway.

28. Issue instructions and variations, within the authorised limits, to contractors and statutory undertakers.

29. Assist in the annual programming of schemes to improve the condition of, or movement on, the highway

30. Assist in recruitment and other staffing matters within the frameworks of the Council's employment procedures and good employee relations and Staff Code.

31. Undertake the annual programming of schemes to improve the condition of, or movement on, the highway.

32. Produce and present reports in connection with own work.

Other

33. To undertake any other work appropriate to the level and general nature of the post's duties.

34. 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.

35. 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.

36. 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.

37. This post does not require a DBS

38. To undertake supervision/management of staff as and when required

39. 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: Senior Traffic Engineer

