

## Job Description

Job Title: Highway Maintenance Officer

POSCODE: TBC

Grade: S01

### Overall purpose of the job

To oversee and manage highway maintenance works to ensure that the highway network is managed and maintained to a safe standard for the benefit of our communities. By implementing reactive, preventative, and cyclical maintenance schemes, the Highway Maintenance Officer will contribute to the effective management of Cambridgeshire's highway network, inclusive of footways, cycle routes, carriageways, and public rights of way.

To work closely with local communities to ensure that the County Council maintains the highway to a standard which aligns with local aspirations and needs and by keeping communities and customers informed of our works, the Highway Maintenance Officer will contribute to achieving a high level of customer satisfaction.

By reacting to highway incidents (e.g., flooding or damage caused by traffic collisions), the Highway Maintenance Officer plays a vital role as the Council's front-line representative on the network.

### Main accountabilities

	<b>Main accountabilities</b>
1.	<p><u>Highway Inspection</u></p> <p>Inspect the highway network on a routine basis for the purpose of identifying faults in need of repair or informing planned and cyclical maintenance activities. Document findings, observations, and actions in a structured and consistent manner. Ensure that the County Council's fulfils its statutory duties to safely maintain the highway network.</p>
2.	<p><u>Investigation</u></p> <p>Respond to reported faults on the highway network to conduct on site investigations or conduct investigations in preparation for cyclical maintenance activities. This will be undertaken in isolation or with assistance from our contractors when intrusive investigation is needed.</p> <p>Such investigations must be undertaken safely and will include on-site observations, carrying out measurements, fact finding with local residents and communities and on occasion, intrusive investigation (e.g., ground penetrating radar, CCTV drainage surveys, trail holes, road cores).</p>
3.	<p><u>Incident management</u></p> <p>Respond to unforeseen incidents on the highway network and take action to ensure the safe operation of the network. Incidents may include (but are not limited to) flooding, traffic collisions, vehicle fires, and oil spills.</p> <p>This may include responses in out of hours on-call duties. Local communities, relevant agencies and the Council's Communications team will need to be kept informed of progress updates by the post-holder throughout.</p>

4.	<p><u>Ordering &amp; managing of works</u></p> <p>In partnership with our contractors, place orders for highway maintenance works.</p> <p>Placing of orders includes scoping of the works, establishing costs from activity schedules, consideration for traffic management and negotiation with our contractor. Once works are ordered their progress will need to be reviewed through to completion.</p>
5.	<p><u>Programming &amp; planning</u></p> <p>In collaboration with other teams, plan and coordinate a series of works to minimise disruption on the highway network. In doing so, ensure urgent works are prioritised and that the County Council delivers on policy commitments.</p> <p>This will include carrying out reactive maintenance works in parallel to cyclical activities and also capitalising on project delivery to carry out preventative repairs, to ensure best value for money is achieved.</p>
6.	<p><u>Community engagement</u></p> <p>Work in partnership with local communities, including Parish and Town Councils, to identify local needs and priorities. Utilise their local knowledge when planning works and keep them informed of relevant developments.</p> <p>Liaise with local campaign groups on an ad-hoc basis to ensure they are informed of major works being undertaken in their areas of interest. When funding is being allocated and policies and standard processes are being updated, engage campaign groups to understand their priorities and aspirations.</p> <p>This will involve some occasional working outside of normal office hours.</p>
7.	<p><u>Leadership</u></p> <p>Adopt and promote a “one team” approach and the cross-team working to ensure a holistic approach to highway maintenance and to provide team resilience and enhance team capability.</p>
8.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
9.	Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
A Levels/NVQ Level 3 or equivalent	Any	Essential

HND or equivalent	Civil Engineering, Highways or Construction	Essential
NRSWA Streetworks supervisor training course		Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b>		
Local government	In depth knowledge of the structures, pressures and priorities of local government.	Essential
Highway guidance & standard	Knowledge of highway design, construction, maintenance and drainage.	Essential
Legislation	Awareness of relevant highway legislation (e.g., Highways Act 1980, New Roads & Street Works Act 1991, Road Traffic Act 1988).	Essential
Sustainability	Knowledge of sustainable practices including materials, drainage, vegetation and bio-diversity.	Desirable
<b>Skills</b>		
Communication & organisation	Excellent set of interpersonal and communications skills.  Ability to prioritise competing demands in an organised and structured manner.	Essential
Problem solving	Ability to investigate issues, identify and implement solution.	Essential
IT	Comprehensive knowledge of and ability to use IT applications including Microsoft Word, Excel, Team and email.	Essential
<b>Experience</b>		
Construction	Experience working in highway or construction sectors.	Essential

Autonomous working	Experience working autonomously to meet set goals and outcomes.	Essential
Customer focus	Prior experience working with a diverse group of stakeholders or customers, particular with groups who have competing priorities and agendas.	Desirable
Customer engagement	Demonstrable experience with community engagement.	Desirable
<b>Other</b>		
Equality, Diversity and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
Flexibility	Have the ability to visit offices and sites, when necessary, where public transport is limited.  Have the ability to visit and inspect sites which may have difficult access.  Ability to occasionally work outside of standard office hours.	Essential

### Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<del>Hybrid</del>	Field	Remote	Mobile
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