

Job Description

Job Title: Cyclical Highway Maintenance Lead

POSCODE: TBC

Grade: P1

Overall purpose of the job

To take responsibility for routine and cyclical highway maintenance programmes centred around one of three key themes: surfacing, pavements and lining; drainage and winter maintenance; or green infrastructure. By fulfilling this role, the Cyclical Highway Maintenance Lead is accountable for ensuring the highway network is managed and maintained in a safe manner and ensuring that the lifespan of highway assets is maximised.

The role includes management responsibilities for a team of officers responsible for planning these varied programmes of works at the appropriate frequencies across circa 3,000km of highway. The Cyclical Highway Maintenance Lead will support, train and advise this team and act as a point of escalation for complex cases.

The Cyclical Highway Maintenance Lead must ensure a varied programme of works is delivered in line with Council priorities and policy. They must also embrace a flexible approach whereby programmes are revised on a regular basis to ensure highway maintenance works are responsive to changing circumstances and data trends.

Successful delivery will rely upon promoting and maintaining a good relationship building with our maintenance contractors and a wider supply chain.

The Cyclical Highway Maintenance Lead must provide community engagement and work in collaboration with the Area Maintenance Manager ensure that our customers and stakeholders are kept informed of relevant highway works. They will also need to ensure a culture of accountability, professionalism and excellence is instilled within their team.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	<p><u>Line management</u></p> <p>Manage a team of officers who inspect the highway network to inform cyclical maintenance plans and scope the necessary works. In line managing these officers, the post holder will be responsible for their training and provide them with the necessary support to carry out their roles to a high standard. The post holder will also act as their initial escalation route for problems which they cannot resolve by themselves.</p> <p>The post holder will need to carry out regular spot checks of the officers in their team to ensure a consistent standard of work is being adhered to throughout. This will include the need for regular shadowing of Highway Maintenance Officers.</p>
2.	<p><u>Programme management</u></p> <p>Within a specific area of responsibility, oversee the planning and delivery of a varied programme of cyclical maintenance packages. Ensure works are planned early, delivered on-time and to the necessary standard.</p> <p>Where planned works are delayed due to network constraints or site, specific circumstances, review the overall programme of works and resource availability to ensure they are carried out within a reasonable timescale. This timescale will vary dependant on the risk level associated with the delay.</p> <p>Ensure programmed works are carried out in a safe manner and that all necessary health & safety checks and documents are recorded.</p>
3.	<p><u>Document management</u></p> <p>Ensure inspection records are methodically completed and properly stored and filed so that they can be used as an evidence based against claims for vehicle damage or injury.</p> <p>Assist in the compiling of information needed to respond to Freedom of Information requests.</p>
4.	<p><u>Gap assessment</u></p> <p>Continuously review the health status of the highway network with the aim of identifying any missing gaps in the County's cyclical maintenance regimes. Investigate any such gaps and where they are confirmed, develop routine maintenance programmes to address the need. Gap assessment must be informed by quantifiable data.</p> <p>Develop costings for the additional work and liaise with the Cyclical Maintenance Manager to identify funding opportunities.</p>
5.	<p><u>Contractor liaison</u></p> <p>Build and maintain a good working relationship with our term service provider or other maintenance contractors. Act as their point of contact within the County Council and ensure that they are provided with all necessary support, instruction and guidance to carry out their briefs successfully.</p>

	Troubleshoot queries and challenges, escalating to the Cyclical Maintenance Manager as needed.
6.	<p><u>Collaboration</u></p> <p>Build good working relationships with other internal teams and leading on their engagement on specialist matters e.g., engaging the County’s Flood & Water team where a highway is being flooded from third party land or engaging Street Lighting where damage is incurred on a lighting asset. Provide other teams with assistance where it is required.</p> <p>Develop and maintain effective relationships with elected members, other officers, key stakeholders and customers. Support elected members, Town and Parish Councils.</p> <p>Engage Town and Parish Councils, local campaign groups and volunteer organisations in local maintenance drives where appropriate.</p>
7.	<p><u>Monitoring of works</u></p> <p>Carry out spot checks of highway repair works undertaken by our term service provider and ensure that the works have been included in line with the scope provided and that the workmanship is to an acceptable standard. Where works are not acceptable, this needs to be reported to the Area Maintenance Manager.</p> <p>Also check works are being undertaken in compliance with all relevant health and safety guidance and legislation.</p>
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	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
Degree in a relevant discipline or equivalent experience.	Civil Engineering, Construction or Highway Engineering.	Essential
A relevant professional membership e.g., ICE, IHE, CIHT		Desirable
NRSWA Streetworks supervisor training course		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Highway guidance & standards	<p>Knowledge of highway design, project management techniques, construction, maintenance and drainage.</p> <p>This knowledge needs to be informed by industry best practice, national standards and design guides e.g. the Design Manual for Road and Bridges / the Manual of Contract Documents for Highway Works.</p>	Essential
Legislation	In depth knowledge of relevant highway legislation (e.g., Highways Act 1980, New Roads & Street Works Act 1991, Road Traffic Act 1988).	Essential
Local Government	An understanding of the complexities of local government and the matters affecting it.	Desirable
Skills		
Communication & organisation	<p>Excellent set of interpersonal and communications skills.</p> <p>Ability to prioritise competing demands in an organised and structured manner.</p>	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
Design	Ability to design highway works in line with national guidance and industry best practice.	Desirable
Experience		
Technical base	Experience working in highway or construction sectors.	Essential

Customer focus	Prior experience working with a diverse group of stakeholders or customers, particular with groups who have competing priorities and agendas.	Essential
Construction	Experience physically undertaking highway maintenance or construction works.	Desirable
Other		
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.	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	Hybrid	Field	Remote	Mobile
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