



Job profile

Service and job specific context statement

Directorate:	Business and Environmental Services
Service:	Highways and Transportation
Post title:	Maintenance Manager
Grade:	N
Responsible to:	Area Manager
Staff managed:	Manage operational frontline staff
Date of issue:	April 2016
Job family:	P&T - Professional & Technical

Job context

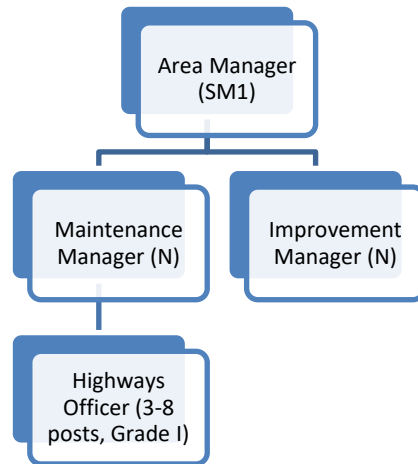
The Highways Operations Unit is responsible for the implementation of highway improvement and maintenance schemes, routine highway maintenance activities, delivery of the winter maintenance services, local network management and liaison with the public at a local level.

- Maintenance and improvement scheme design and implementation
- Customer liaison and response at a local level
- Streetworks and roadworks co-ordination
- Highway management and maintenance
- Highway inspections
- Winter maintenance service
- Emergency response
- Local highways development control
- Local road safety publicity, training and education
- Traffic management, including traffic regulation orders
- Enforcement of highways legislation
- Operation of swing bridges (Selby office only)
- Public liability claims
- Flood event investigation

Structure



Job profile





Job profile

Job Description

Job purpose	To lead the team responsible for delivering the highway maintenance service within the local Areas.
Operational management	<ul style="list-style-type: none"> • Identify works required to highways and for preparing programmes of works for approval by the Head of Highway Operations. • Prepare design briefs for consultants in consultation with the Head of Highway Operations. • Ensure the effective ordering of highways works. • Manage the effective supervision and measurement of those schemes delegated to the Area and checking/processing of invoices. • Manage the supervision and design of schemes undertaken by Term Maintenance Contract works. • Ensure the highway safety inspections are carried out effectively and on time. • Undertake the proper licensing and monitoring of those activities on the highway which require to be licensed under any legislation and to instigate action with regard to unlawful interference with the highway. • Undertake civil procedure pre-action protocols to ensure compliance with litigation timetables. • Co-ordination of Statutory Undertakers works within the highway, particularly with reference to traffic sensitive streets and streets with special engineering features, and to control and inspect their works as required by the New Roads and Street Works Act 1991. • Assist with winter maintenance operations and in responding to emergency situations.
Communications	<ul style="list-style-type: none"> • Liaison with contractors in all aspects of works undertaken within the highway. • Liaison with County Councillors, District Councils and Councillors, Parish Councils and Councillors, the Police, other statutory organisations, other representative bodies and members of the public on matters related to highway operations and to attend meetings as required.
Partnership / corporate working	<ul style="list-style-type: none"> • Build and develop relationships within the partnership of Highways North Yorkshire. • Lead for the Council on specific initiatives and areas to continually drive and improve the performance of the partnership. • Promote and develop, with the Council's consultant and contractor, the partnership of Highways North Yorkshire.
Resource management	<ul style="list-style-type: none"> • Manage the performance of the team through effective monitoring of targets, performance appraisal, development and training, recruitment and selection, induction and ensure that appropriate resources are in place to meet the needs of the service and producing progress reports to the Area Manager. • Ensure staff are consulted, supported, motivated and developed effectively in order to achieve operational and strategic objectives and targets. • To deputise for the Area Manager in his absence. • To control budgets and programmes of work for the Area.



Job profile

Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Knowledge of highways and transportation and related legislation. Works programming and co-ordination. 	<ul style="list-style-type: none"> Winter maintenance. Planning procedures and relevant legislation.
Experience <ul style="list-style-type: none"> Substantial relevant highways and transportation experience. Demonstrable experience of leading and managing a technical team. Experience of budgetary control. Experience of scheme identification, justification design and supervision. 	<ul style="list-style-type: none"> Experience of planning works programmes. Experience of the co-ordination of works of consultants and contractors.
Occupational Skills <ul style="list-style-type: none"> Ability to break information into component parts to identify trends and projections. Ability to make effective decisions and sound professional judgements and to be accountable for those decisions and judgements. Ability to co-ordinate, monitor and review the use of financial resources. Ability to effectively evaluate and challenge to ensure efficient and effective services through the development of existing and creation of new contracts. Ability to effectively cope with conflicting and complex demands. Able to achieve objectives despite complex setbacks and challenges. Ability to confidently use persuasion, influencing and/or negotiation techniques to influence others in difficult situations. Ability to effectively manage the delivery of projects using appropriate project planning techniques. Ability to be responsible for risk management within the service area. 	
Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role <ul style="list-style-type: none"> HNC/HND in an appropriate technical discipline or similar appropriate qualifications. 	<ul style="list-style-type: none"> Chartered Civil Engineer. Civil Engineering Degree.
Other Requirements <ul style="list-style-type: none"> Ability to travel across the County. 	
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.