**JOB DESCRIPTION**

**NEIGHBOURHOOD SERVICES DEPARTMENT**

**JOB TITLE:** ENGINEERING TEAM LEADER (STRUCTURES)

**DIVISION:** ENVIRONMENT AND NEIGHBOURHOOD SERVICES

**GRADE:** BAND 13

**RESPONSIBLE TO:** Transport & Infrastructure Manager

**POST REFERENCE:**  103224

**Purpose of Post**

1. To provide a comprehensive structural engineering service to all clients including site investigations, feasibility studies, supervision of consultants, design and compilation of contact documents and site supervision.
2. To be the Council’s most senior structural engineer and to manage as team leader the work of all staff allocated to the structures team.
3. To be the main link between the Council and consultants for all structural issues.
4. To play a leading role in all structural issues including the liaison with landowners/residents/ elected members.
5. To be responsible for the day to day financial management of any structural engineering projects.
6. To act in the role of Project Manager on structural projects carried out by the team.
7. To lead on policy development related to structures and dangerous buildings.

**Key Relationships**

* To liaise with internal and external clients at all stages of project delivery and in the provision of professional advice.
* To liaise with all design staff in respect to multidisciplinary project delivery whether this is within the Engineering Design & Management, Building Design & Construction sections or external consultants.
* Develop and maintain effective relationships within the authority.
* Develop and maintain relationships with external agencies and organisations.

**Main Duties and Responsibilities**

1. The provision of a comprehensive engineering service for all allocated projects including the direction of consultants and members of staff assisting on or running such projects.
2. To carry out bridge inspections in accordance with all relevant legislation and report on the condition of each structure.
3. To devise and execute a bridge assessment programme, including the imposition of any necessary road restrictions and co-ordination of route proposals for abnormal loads.
4. To instigate and co-ordinate all bridge maintenance work, including the preparation of select tender lists, preparation of contract documents, supervision and certification of completed works.
5. To provide structural engineering designs and calculations suitable for construction and building control submissions.
6. To provide a structural design checking service for the Building Control section.
7. To assess the stability of buildings or structures reported as dangerous under the 1984 Building Act and prescribing remedial measures to obviate the danger.
8. To assess and make recommendations for the safe demolition of buildings and the protection of adjacent buildings, whether Council-owned or submitted to the Council under Section 80 of the Building Act.
9. To carry out Site Investigations for subsidence and recommending appropriate actions and monitoring regimes.
10. To carry out general ground investigation and feasibility studies for the preparation of bids.
11. To produce foundation, beam, column or roof designs as required.
12. To produce designs for coast protection/sea defence or any other structures as required.
13. To be the Project Manager for designated schemes undertaken by the Team.
14. The control of valuations, cost monitoring, projected cash flows and budgetary control of projects.
15. Contractor negotiations, liaison with all agencies and organisations necessary to effect the progress of contracts and projects.
16. To deputise for the Transport and Infrastructure Manager in relevant subject areas.
17. The post holder will be expected to be available to deal with occasional emergency callouts outside of normal working hours.
18. To supervise and manage the work of all technical and other staff allocated to the Structural Team.
19. Any other duties of a related nature which might reasonably be allocated and required by the Transport and Infrastructure Manager

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

Date: 24th June 2019

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**