

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Section 38 Engineer
<u>PAY BAND :</u>	Band 10
<u>JOB EVALUATION NO.</u>	B1816
<u>REPORTING RELATIONSHIP</u>	The post holder shall be accountable to the Highway Asset Manager on a day-to-day basis
<u>JOB PURPOSE :</u>	To undertake the Technical Appraisal and Site Supervision of housing S278/38 developments in accordance with The Highways Act 1980
<u>POST NO.</u>	POS010851
<u>PDR COMPETENCY FRAMEWORK</u>	Level 2, Core Management Competencies for all managers

MAIN DUTIES/RESPONSIBILITIES

1. Assist in ensuring the delivery of the Highway Development Control Service
2. To safe guard the interests of the Highway Authority through the highways development process from pre-application stage through to the gaining of planning consent and then managing the delivery of resulting highway construction.
3. As representative of the local Highway Authority, to advise developers on implementation, construction and adoption of new, and improvement of existing highway works relating to development including inspection and approval.
4. Provide timely advice to developers and colleagues (planning/development control officers etc) in respect of highway development management aspects of new developments.
5. Technical appraisal of all associated S38 development drawings to ensure compliance with Councils technical specifications prior to legal S278/38 agreements being legally drawn up, to ensure that work carried out on the highway by the developer reaches an adoptable standard within a specified time at the public expense.
6. Calculation of the Bond of Surety value to enable a S38 agreement to be entered into between the highway authority and the developer. This bond or cash deposit can be called upon if the developer goes into liquidation or otherwise defaults on their responsibilities.
7. Attend working development sites inspect and approve compliance to the S38 agreement and issue associated certificates of completion.
8. Monitor income from S278/38 contributions and reporting on financial spend profile.

9. Keep up to date with the regional and National specifications, legislation and good practice by attending regional and national meetings and seminars.
10. Contribute to the development of new planning policy, supplementary planning documents/development briefs and masterplans for major development sites as required.
11. Deputising for the Highway Asset Manager when necessary, representing the council at public meetings.
12. Support and mentoring of Technicians in the Highway Asset Management team
13. Deal with enquiries from Councillors, Members of Parliament, general public and outside bodies bringing sensitive matters to the attention of the Highway Asset Manager and other senior management where necessary.
14. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
15. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. Carry out your role in line with the Council's Equality agenda.
17. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
18. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.
20. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment

Date: May 2020

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PERSON SPECIFICATION
SECTION 38 ENGINEER
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES
POST NO. POS010581

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	BTec Higher or HND or equivalent in Civil Engineering or allied discipline		D
2	Degree in Civil Engineering or allied discipline		D
3	Professional qualification in Civil Engineering or allied discipline		D
Experience & Knowledge			
4	Approximately five year's relevant experience in a highway engineering environment	E	
5	Working knowledge of legislation, policy or procedures (relevant to the role) to make informed decisions, including relevant health and safety and CDM regulations	E	
6	Working knowledge of the design, contract preparation, contract management and supervision of highway schemes	E	
7	Experience of budgetary control and project management	E	
8	Working knowledge of Section 38 and 278 works under the Highways Act 1980	E	
9	Knowledge of drainage design software and systems and SUDs drainage requirements and solutions	E	
10	Experience of liaising and working with partners and external agencies	E	
11	Experience of soil investigation methodology, particularly California Bearing Ratio and soil plasticity		D
12	Experience of the Principal Designer and Principal Contractor role in the context of the CDM regulations		D
13	Experience of working in a multi-disciplinary setting		D
Skills			
14	Ability to prioritise and meet own deadlines and that of the team	E	
15	Ability to supervise/manage staff and effectively manage performance	E	
16	Able to effectively deal with ambiguous and uncertain situations, including sensitive policy areas	E	
17	Ability to communicate effectively both verbally and in writing to a wide range of audiences	E	
18	Ability to work to broad policy guidelines and to use discretion and act on own initiative as required	E	
19	IT literate, capable of using MS office packages, including Outlook, Word and Excel	E	

20	Ability to use Symology (or other UKPMS), AutoCad, Autotrack and Microsoft Office software	E	
21	Able to demonstrate organisational skills to effectively plan and progress a series of tasks/projects simultaneously and within conflicting and demanding deadlines	E	
22	Ability to plan, allocate tasks and work on own initiative as and when required	E	
23	Ability to interpret legislation, policy or procedures to give recommendations and advice	E	
Personal Attributes			
24	Be adaptable and prepared to work in, and contribute to, team activities	E	
25	Self-motivated and not easily discouraged	E	
26	Able to demonstrate a proactive approach to change, with an ability to think laterally and innovatively to find solutions to problems	E	
27	Able to demonstrate political sensitivity and awareness	E	
28	Flexible approach to working time arrangements	E	
29	Able to demonstrate an ongoing commitment to Continuous Professional Development	E	
Special Requirements			
30	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
31	Capable of independent travel to carry out the requirements of the post	E	