

Job Description and Person Specification

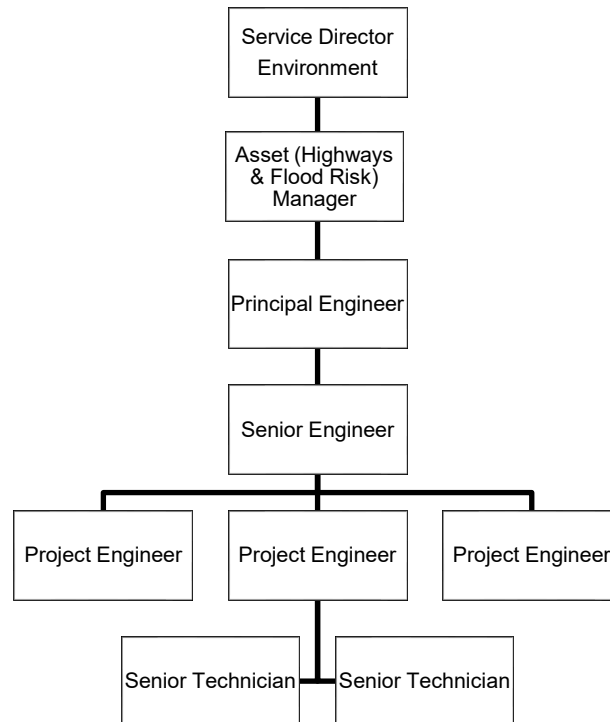
Job title:	Project Engineer
Directorate:	Place
Service:	Environment
Team:	Asset Management
Post number:	03838
Salary grade:	H-I
Work location:	Market Street
Reports to:	Principal Engineer
Supervises:	N/A

Job Purpose

To contribute to the delivery of the Environmental Department services in West Berkshire, in particular the Council's duties as Lead Local Flood Authority.

To contribute to the provision of professional advice to the Council in relation to sustainable drainage systems, flood risk management and land drainage.

Structure Chart



Main Duties and Responsibilities

As a member of the Asset Management team, under the general direction of the Asset Manager & Principal Engineer you will:

- Provide professional and technical services consistent with the post holders qualifications and experience in relation to the delivery of highways and transport services in West Berkshire and in particular land drainage and highway drainage projects.
- Promote the use of sustainable drainage and assist with the duties of West Berkshire Council as a Lead Local Flood Authority.
- Assess and respond to the planning department on drainage related development proposals in regard to planning consents. In particular review and encourage the use of sustainable drainage systems in accordance with the SuDS Manual and the council's Sustainable Drainage Supplementary Planning Document [with an emphasis on naturalistic drainage and green infrastructure design strategies].
- Develop and update the asset management database under the Flood and Water Management Act.
- Assist in developing and delivering flood management initiatives and projects and to discharge the council's flood risk management and land drainage functions under the statutory acts.
- Engage with external bodies on the use of sustainable drainage and the council's drainage policies.
- Ensure that all projects fully comply with current Health and Safety legislation, in particular the Construction Design and Management Regulations 2015.
- Ensure that all actions and behaviors at work comply with Council Policies, Standing Orders and Financial Regulations and Code of Conduct for Council Officers.
- Recognize that Health and Safety is a responsibility of every employee, to take reasonable care of self and others and to comply with WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.
- Proactively work to achieve continuous professional development.
- Promote equality and treat everyone with fairness and respect.
- Adhere to the standards set out in the West Berkshire Council competency framework.
- Maintain a healthy work/life balance.

Scope (impact on/control of resources, people, money etc)

The post holder will be responsible for:

- Keeping budgetary records for projects up to £750,000;
- Assisting with the development of junior members of staff.

Person Specification	Essential/ Desirable	Internal Use Only
Qualifications		
Degree plus 3 years or HNC plus 5 years (or equivalent) experience in Civil Engineering	Essential	1
Professional qualification	Desirable	1
Formal Project Management qualification	Desirable	2
Experience		
Experience in service provision in either the public or private sector with an emphasis on multi-disciplinary team working and stakeholder engagement in relation to sustainable drainage designs and dealing with stakeholders and the general public systems	Essential	1
Experience of interpreting drainage designs based on Innovyze software and other similar software	Desirable	1
Site supervision experience	Desirable	2
Knowledge and understanding		
Knowledge of the Method of Measurement for Highway Works	Essential	1
Knowledge of the Highways Act 1980	Desirable	1
Knowledge of the Flood and Water Management Act	Desirable	2
Knowledge of the Land Drainage Act 1993	Desirable	3
Working knowledge of the CDM Regulations	Essential	2
Basic understanding of the structure and functions of local government	Desirable	4
Skills and abilities		
Ability to use Outlook, and a web browser to access information	Essential	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	Essential	2
Understanding of AutoCAD and other design related add-on packages	Essential	3
Understanding and use of GIS	Desirable	1
Work-related personal qualities		
Committed enthusiastic and adaptable	Essential	1
Willing to pursue further education and professional qualifications	Essential	2
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	Essential	1
Ability to travel extensively throughout the district	Essential	2
Full, clean driving licence	Essential	3
Enhanced DBS check with relevant barred list/s	No	
Is this post politically restricted?	No	