



**JOB DESCRIPTION (JD)  
AND EMPLOYEE  
SPECIFICATION (ES)**  
Standard Template

<b>JOB TITLE:</b>	Engineer – Traffic Management		
<b>GRADE:</b>	G8	<b>SERVICE AREA:</b>	Highways and Transport
<b>JOB CODE:</b>	TE5S134601		
<b>REPORTS TO:</b>	Network Manager	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<ol style="list-style-type: none"> <li>1. Must hold a full UK driving licence</li> <li>2. Will sometimes be required to work outside normal office hours, including weekends, Bank Holidays and other unsociable hours.</li> <li>3. Will be required to walk considerable distances on an ongoing daily basis. This will also involve carrying equipment relating to highway inspections such as Personal Protective Equipment, hand held PDA devices, measuring wheels, road marking spray.</li> <li>4. Will be required to work on site at any location within the borough of Walsall</li> <li>5. Must keep abreast of the latest technical development in highway maintenance techniques, the Highway Maintenance Code of Practice, the New Roads and Street Works Act, the Traffic Management Act, Chapter 8 of the Traffic Signs Manual and any amending legislation of Regulations and Acts</li> </ol>		
<p><b>1. Main purpose of the job role:</b></p> <ul style="list-style-type: none"> <li>• Assisting with the regulation and control of temporary roadwork's</li> <li>• Assisting with the preparation and implementation of temporary and permanent Traffic Regulation Orders</li> <li>• Assisting with the investigation and implementation of traffic and parking schemes</li> <li>• Provision of traffic management advise in relation to the location of bus stops and shelters</li> <li>• Management of applications for disabled bays on the public highway</li> <li>• Management of applications for Scaffolding and skip licences</li> </ul>			
<p><b>2. Role specific duties and accountabilities:</b></p> <ul style="list-style-type: none"> <li>• To assist with the investigation of traffic problems, carrying out the preliminary design and implementation of schemes to improve traffic flow and to reduce the impact of traffic on areas of environmental importance.</li> </ul>			

- To assist with the investigation of parking problems, carrying out the preliminary design and implementation of schemes to improve and control illegal car and lorry parking.
- To assist with the preparation, implementation and periodic review of permanent and temporary Traffic Regulation Orders.
- To assist with the control and regulation of road works.
- To receive, assess and determine applications for disabled bays on the public highway
- To receive, assess and determine applications for scaffolding and skip licences
- To receive, assess and determine an appropriate traffic management response to proposed bus stop / shelter locations
- To monitor service specific budgets ensuring maintenance works schedules are delivered within budgetary constraints.
- To design, order and supervise contractors undertaking the installation of disabled bays on the public highway.
- Provide financial information as necessary with respect to the responsibilities of the post holder
- To keep records of all orders and items of expenditure in connection with highways maintenance by using computerised data handling systems
- To assist in preparing technical reports and consultation exercises to establish levels of service.
- To assist with the delivery of the Network Management Duty

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE ENGINEER – TRAFFIC MANAGEMENT</b>		<b>GRADE 8</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> <i>refer to corporate behaviours document</i>		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
• Ability to design, procure and supervise the delivery of highways traffic management related works	A/I	3
• Ability to understand and interpret the requirements of The Traffic Signs Regulations and General Directions.	A/I	3
• Ability to understand and interpret the requirements of The Traffic Signs manual	A/I	3
• Ability to use standard databases and word processing software	A/I	3
• Able to be a team player and meet personal and team deadlines.	A/I	3
• Ability to use Auto CAD, Keylines and keysigns software.	A/I	2
• Ability to communicate effectively orally and in writing.	I	3
• Ability to organise and monitor financial expenditure against budget profiles.	A/I	2
• Ability to keep comprehensive and accurate record systems.	A/I	2
• Ability to populate and interrogate asset management systems	A/I	2
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience within a highways maintenance, control or regulation environment.	A	3

<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
ONC in a civil engineering discipline or relevant and proven experience.		A	
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	2
Awareness of, and commitment to, confidentiality and handling data		I	2
<b>Prepared by:</b>	Graham Wallis	<b>Date:</b>	January 2022