

ROLE DESCRIPTION

Role title	Highway Superintendent		
Directorate	Infrastructure & Transport		
Reporting to			
Grade	12		
Evaluation ref	AG0326	Job Family Ref	EST12
Role purpose To contribute to the provision of a highway maintenance and management service to all stakeholders by applying a uniform and consistent approach to service level provision. As a key member of the group is expected to promote the image of the Council and embrace a culture of customer care to ensure successful delivery of a quality highway service in Somerset.			
Key results area	Accountability		
Delivery & provision of statutory duties	<p>Ensure the operation of any statutory or regulatory duty for the service area to comply with government legislation and/or regulatory duties.</p> <p>Ensure Somerset Council as the Highway Authority carries out its statutory duty as specified in the Highways act 1980 and the NRSWA 1991 and other relevant legislation. Where funding resources may compromise this, there is an over-riding responsibility to protect the highway user, through enforcement, from any significant hazard.</p> <p>Consider applications and discharge the Council's obligations with regards to highways permits and licences and as appropriate check compliance with the conditions applied.</p> <p>Provide advice on issues concerning highway legislation, such as overhanging vegetation, extent of the highway, drainage responsibility.</p> <p>Provide advice and approve the siting, erection, and removal of temporary traffic management for both planned and emergency works.</p>		
Deliver service plans	Optimise available resources effectively to locally commission and deliver services to the required standard.		
Finance & local budget management	<p>Manage and control a devolved budget within financial parameters.</p> <p>Assist in issuing the service orders to the service provider to authorise expenditure within the Area (through knowledge of the proposed</p>		

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	<p>programmes and any pertinent technical issues) check invoices as instructed.</p> <p>Manage expenditure against the agreed financial profiles.</p> <p>Signatory for authorisation of payments to comply with current finance policies. Works typically up to the value of £50,000. e.g., patching.</p> <p>Identify the need for works, within an area and feed this into the continuing development of the needs based budget or capital funding.</p> <p>Contribute to and ensure that the income to the service from rechargeables is maximised.</p>
Local maintenance needs & priorities	<p>Arrange and attend meetings, where appropriate, with Parish Councils to discuss local maintenance needs and agree priorities. Required to explain current county policies and provide technical advice where necessary.</p>
Reports/Requests	<p>Respond to reports from all stakeholders of alleged dangerous conditions on the highway. Inspect, assesses risk and priority, and order repairs when necessary.</p> <p>Consider and respond to service requests/complaints from elected members, public, police and other organisations in accordance with current policies and service objectives.</p>
Design & advise	<p>Perform the role of Scheme Designer. Identify work requirements, prepare technical Tasks Orders, and scheme briefs to issue to the service provider for delivery. Design and specify highway works, typically up to the value of £50,000, e.g., patching schemes.</p> <p>Perform the role of CDM Designer. Ensure compliance with Somerset Councils duties under the Construction (Design & Management) Regulations (CDM). Identify risk and environmental constraints associated with the delivery of highway works.</p> <p>Advise on specific local and county wide projects designed to improve the service.</p> <p>Assist Senior Officers in the identification, design and prioritisation of maintenance works up to the value of £500,000.</p>

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Investigations	Assist in the management of the initial and more detailed investigations into liability claims against the Highway Authority and notices against Somerset County Council pursuant to S56 Highways Act 1980.
Court Attendance	Represent the Highway Authority in court or public inquiry relating to public liability claims and other legal matters. Attend, present evidence and contribute to the preparation of documentation.
Emergency situations management	Liaise with the Assistant Highways Service Manager in managing and coordinating emergency highways situations. Liaise directly with the emergency services, e.g., Police, Fire & Rescue, etc on site to enable regular, critical updates and advice to the ASHM. Compile status reports and advise the service provider should the deployment of resources be required.
Assessment, monitoring & liaison of service providers	<p>Play a lead role in the continual assessment and monitoring of the service providers' performance. Ensure regular audits are undertaken in accordance with local procedures to ensure compliance with contract specification.</p> <p>Provide approval, guidance, and direction to the service provider.</p> <p>Liaise closely with the service provider concerning the effective delivery of the highway's maintenance function to minimise the duplication of effort and allow focus on outcomes.</p>
Enforcement action	Implement enforcement action, under current highway legislation and policies, as required.
	Work closely with the Assistant Highways Service Manager to establish priorities and review/amend programmes of work. Recommend future maintenance improvements based on requests/local knowledge, including proposals for possible solutions.
Co-ordination role	<p>Advises the HSM, AHSM & Engineering Technician in filtering requests for improvements on the highway network to help ensure that the available resource is focused on the Council and community priorities.</p> <p>Develop an awareness of political, community, environmental and technical issues, so that appropriate influence can be used to maximise benefit for the community.</p>

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	<p>Provide technical input and local knowledge to assist in co-ordinating the activities of the Council and others on the highway. Local knowledge and input are essential in the successful co-ordination of the many and varied works and activities on the highway.</p> <p>Provide technical knowledge to other groups/departments and other authorities on highway maintenance issues such as development, to understand their impact on the highway and the highway user.</p> <p>Provide input into regular co-ordination/programme monitoring meetings with the service provider, including provision of priorities, direction, and guidance.</p>
Working Relationships	Develop and maintain close working relationships with other Infrastructure and Transport services to ensure effective and efficient execution of the Highway Group's responsibilities.
Quality Control	Maintain awareness of the key Infrastructure and Transport Service documentation, legislation, and procedural requirements to ensure an effective standard of work. Ensure quality procedures are followed in all aspects of work carried out.
Health & Safety	Provide a duty of care under the Health & Safety Act & New Roads & Street Works Act to ensure as far as is reasonably practicable that they are safe and without risk to the health and safety of persons working there, although they may not be their own employees.
Operational responsibilities	<p>Participate in on-going training, to ensure both specific role and industry recognised competencies are met and to achieve accreditation.</p> <p>Use the computer-based systems (Confirm, SharePoint and iShare), for network record keeping and recovery of historical information.</p> <p>Participate in specific projects designed to improve the service, e.g., Somerset Council's transformation programme.</p> <p>Provide cover for colleagues during periods of absence.</p>
Corporate Responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and

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	communities and includes challenging discrimination and promoting equality of opportunity for all.
Qualification/Knowledge/Experience/Skills	
<p>Experience</p> <ul style="list-style-type: none"> • Relevant experience within a highway's service environment. • Experience of highway maintenance. • Contract administration. • Ordering of engineering works. <p>Dealing with public on various highway matters.</p> <p>Qualifications</p> <ul style="list-style-type: none"> • Educated / qualified to at least BTEC in Civil Engineering with relative craft and/ or technical experience. • HNC in relevant technical discipline, beneficial. <p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Conversant with key IT software – Microsoft office programs, MS Teams, SharePoint, GIS Mapping, Works ordering applications and other computer-based applications. • Understanding and experience of budget management. • Effective interpersonal and communication skills. • Proven technical ability, an ability to analyse local highways situations and to identify priority areas for maintenance and improvement. • Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016). • Understanding of current Health and Safety legislation. • Understanding of the Highways Act 1980. • A detailed knowledge of highway construction and maintenance techniques. • An understanding of political, financial, and environmental issues as they affect the service at the local level. 	
Dimensions of role	
<p>Contacts & Relationships</p> <p>Frequent contacts with Parish Councils on detailed issues within their parish/ward and elected members of the County to provide technical advice or to discuss issues related to the service.</p> <p>Prepare information on behalf of the Assistant Highways Service Manager or a named media contact for the Council, for the Press Office, to ensure that necessary information and items of interest are publicised.</p> <p>As part of the team, act as a point of contact for the public, interest groups, parish, and district councils. Receive/provide information to the following:</p>	

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- Managers of the service provider concerning contract issues, through informal meetings and on an ad-hoc basis.
- Senior managers and professionals within the Council, other authorities, and agencies.
- Staff within the Highways Management Group to discuss/liaise on technical issues and to provide necessary support.
- Other Officers within Somerset Council.

Notes

Competencies / attributes	
Working conditions	Mixture of working out on the Highway network and in the office. Able to travel countywide, and sometimes further, to areas that are not currently serviced by public transport.
Working arrangements	Opportunity for Out of Hours paid overtime as emergency response support.