

JOB DESCRIPTION

Job Title	Resurfacing Programme Manager		
Directorate	Infrastructure and Transport		
Reporting to	Service Manager Asset Management		
Grade	8		
Evaluation ref:	RP212	Job ref:	Family
Role purpose			
<p>The Resurfacing Programme Manager will manage and lead the delivery of Somerset Council's annual programme of carriageway resurfacing and surface dressing, including preparatory and ancillary works. This role involves overseeing planned and emergency machine-laid resurfacing and patching, as well as specialist treatments such as recycling, retexturing, and Paco cover reinstatement programmes. It also involves direction and supervision for surface dressing works.</p> <p>The post holder will ensure that all works are carried out in accordance with relevant specifications, standards, and health and safety regulations. The role requires effective communication and liaison with internal and external stakeholders, including elected members, residents, businesses, utilities, and other agencies. Additionally, the manager will identify and implement opportunities for improvement and innovation in the delivery of the programme, provide technical advice and guidance on resurfacing matters, and prepare and present reports on the progress and performance of the programme.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Plan, monitor, and control the delivery of the resurfacing programme within budget and time constraints. • Ensure all works comply with relevant specifications, standards, and health and safety regulations. • Manage and supervise the performance of contractors and sub-contractors involved in the programme. • Liaise and communicate effectively with internal and external stakeholders. • Identify and implement opportunities for improvement and innovation in the programme delivery. • Provide technical advice and guidance on resurfacing matters to other teams and departments. • Prepare and present reports and briefings on the progress and performance of the programme. • Manage and develop the staff within the resurfacing team. • Oversee the management of planned and emergency machine-laid resurfacing and patching. • Ensure the successful delivery of specialist treatments such as recycling, retexturing, and Paco cover reinstatement programmes. 			

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- Manage Health, Safety, and Environmental procedures, including the preparation of construction phase health and safety plans.
- Ensure sites are completed to a high standard and meet design requirements.
- Support the development of forward works programmes, promoting innovation and continual improvement.

Impact

Contacts & Relationships

Internal: Provide technical advice, guidance, direction, and support to Corporate Directors, Strategic Managers, Service Managers, other Senior Managers, and employees. Liaise and work closely with managers and other professionals when formulating and developing resurfacing, surface treatments and maintenance programmes.

External: Collaborate with a wide range of organisations, including other local authorities and Parish Councils, Government Departments, and private contracting organisations, key market players in the provision of highway services.

Most of the focus of the role will be providing routine Client instruction to Somerset Council's Surfacing and Surface Treatments contractors as part of the delivery of SC's capital funded highways maintenance programme. This will include engaging in the development, design, delivery and supervision of individual maintenance projects and the day-to-day management of the Client responsibilities for the surfacing and surface treatments elements of the programme.

Resources

The resurfacing and surface treatments project, as part of the Highways Structural Maintenance Programme, has a budget of approximately £16 to £20 million per annum.

Responsible for managing and monitoring expenditure against that budget in support of the Service Manager and overseeing the delivery of wider service that spends approximately £30m per annum to maintain the highway network in Somerset.

Line manages the activity of 3 works supervisor staff within the resurfacing/surface treatments team.

Undertaking works programmes as part of the project, allocating and checking work, and promoting innovation and continual improvement in existing processes and behaviours.

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Engage in inter-service, multi-disciplinary collaborative working. Coordinate the activity of other professional engineering officers, managers, support staff, and staff within and external to the Council.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Extensive knowledge of surface treatments and resurfacing techniques and methods.	x		
Understanding of relevant design standards including DMRB and SHW.	x		
Knowledge of health and safety management and CDM Regulations.	x		
Familiarity with budget management and cost control principles.		x	
Awareness of sustainable design solutions and construction techniques.		x	
Knowledge of MS Office and relevant software applications.		x	
Experience			
Proven experience in managing and delivering large-scale highway maintenance projects or programmes.	x		
Experience in the management and supervision of resurfacing, surface dressing, or similar disciplines.	x		
Experience in working and liaising with customers and stakeholders.	x		
Experience in project management, financial management, and contract management (such as NEC4).	x		
Experience in preparing and presenting reports and briefings.		x	
Experience in identifying and implementing opportunities for improvement and innovation.		x	
Qualifications / Registrations / Certifications			
A relevant degree or equivalent qualification in civil engineering or a related discipline.	x		
SMSTS (Site Management Safety Training Scheme) certification.	x		
CSCS (Construction Skills Certification Scheme) Supervisor card.	x		

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Full UK Driving Licence.	x		
Additional certifications in health and safety management.		x	
Professional membership in a relevant engineering institution.		x	
Skills			
Strong project management skills.	x		
Excellent communication, negotiation, and stakeholder management skills.	x		
Ability to work under pressure and handle multiple tasks and priorities.	x		
Ability to lead, motivate, and develop a team of staff.	x		
Proficient in the use of MS Office and other relevant software applications.		x	
Strong problem-solving and decision-making skills.		x	

Working Conditions

This role involves working within a dynamic and supportive local authority environment. Candidates should be prepared for the following conditions:

- **Work Hours:** Standard working hours are 37, with occasional requirements for evening or weekend work to meet project deadlines or attend community events.
- **Location:** The primary work location is County Hall, with opportunities for remote work as per organisational policies.
- **Travel:** Involves frequent travel across rural areas of Somerset and lone working on occasion.
- **Work Environment:** The role involves working both independently and as part of a team, with access to modern office facilities and resources.
- **Health and Safety:** Adherence to all health and safety regulations is mandatory, ensuring a safe working environment for all employees.

Working Arrangements

Somerset Council's dynamic Working Strategy will be applied to this position.

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

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values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 14/01/2025