

Highways and Transportation

Traffic Engineering Clerk of Works Job Description and Person Specification

January 2025

Job Description

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| Job Title: | Traffic Engineering Clerk of Works |
| Department: | Highways and Transportation Strategy |
| Function: | Highways and Transport |
| Team: | Traffic Engineering and Road Safety |
| Post number: | S006188 |
| Grade: | LBR10 |
| Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i> | 36 Hours/52.14 weeks but required to work additional hours as the service demands or is required |
| Base location: | Lynton House / On Site |
| Reports to: <i>Job title</i> | Principal Engineer - Traffic and Road Safety Engineering |
| Responsible for: <i>Job titles of direct reports</i> | N/A |
| Role purpose and role dimensions: <i>Overview of the job</i> | <p>Reporting to the Principal Engineer Traffic and Road Safety Engineering the Clerk of Works service will monitor and oversee on site various projects included within Redbridge Council's programme of capital, reactive, and cyclical works that are outside the remit of the group they are working in. The works will generally be undertaken by a contractor appointed by the Council and he will need to report back to other Engineers and teams within the Highways department.</p> <p>The purpose of the function is to ensure the construction activities undertaken by the contractors on site are being undertaken safely, in accordance with relevant safety guidance of operating plant and machinery, to correct traffic management, and adhering to the designs and construction drawings provided to the contractors. The Clerk of Works has the decision-making authority to amend plans as required for safety and practical purposes. Where greater design changes are needed a consultation between the relevant Engineer or Designer is required.</p> <p>The works that will be overseen will be a range for flood alleviation schemes, traffic and road safety schemes, active travel schemes, highways reactive maintenance from pothole repairs to slab and kerb replacements, and cyclical activities such as gully cleansing and pump station maintenance.</p> <p>The Clerk of Works shall be committed to supporting Redbridge Council's objectives and service delivery plans and be an effective ambassador and liaison point for Redbridge Council when dealing with residents, contractors and external agencies.</p> |
| Key external contacts: <i>Organisations</i> | Highways and Street Lighting Contractors, Utilities. |
| Key internal contacts: <i>Job titles or groups of staff</i> | Head of Highways, Group Managers, Principal Engineers, Engineers, Designers, and other departments where schemes and works are being monitored. |

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| Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i> | Authorisation of on-site amendments up to 10% of a scheme total cost e.g. £10,000 authorisation of change on a total scheme value of £100,000. |
| Key areas for decision making: | Minor on site construction changes to designs and construction drawings. On site changes to traffic management and site set up considering health and safety of work site. |
| Other considerations: <i>E.g. working patterns</i> | <ul style="list-style-type: none"> • Be on site for the majority of the working day. • Attend meetings or site visits outside of normal working hours due to works taking place at those times. |

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| Key accountabilities and result areas: | Key elements: |
| Strategy and Planning | <ul style="list-style-type: none"> • Apply, monitor, review, and suggest feedback on important Highways policies/strategies that will improve highways and transportation construction related activities. • Plan, manage and monitor the individual programmes for works on site. • Contribute to the corporate management of the Council by participating in Council-wide developments and initiatives in pursuit of Council aims and objectives. |
| Operations and Support | <ul style="list-style-type: none"> • Oversee given constructed related activities on site for given projects. • Reporting on highways reactive quality of workmanship of contractors. • Daily monitoring and reporting of work carried out on site. • Organisation of daily site records to be kept and relevant operational manager to be informed. • Reporting of progress in programme meetings. • Administering any amendments and formally recording them as per contractual requirements within the highways contractor and NEC4. • Providing accurate information to the operational teams to ensure Council are paying what is due to contractors. |
| Systems and Process Development and Improvement | <ul style="list-style-type: none"> • Implement and manage the Council's agreed project management techniques where required, ensuring the maintenance of up to date records which will enable the provision of timely, relevant and comparative information together with early warning of potential difficulties. • Identify, establish and maintain relevant information and systems in critical areas in order to identify priorities, make decisions, determine action and review progress. • Recommend changes in processes during design stage to improve construction related activities. |
| Communication Partnership | <ul style="list-style-type: none"> • Advise the Engineers and Designers on all issues relating to the construction work and to give information, advice and support for the Council as appropriate. • Assist in formulating formal responses to casework and enquiries in relation to the sites worked. • Communicate between the Designers and Engineers to the contractor for any changes out on site and early involvement in scheme design to help improve construction activities. |
| Performance and Standards | <ul style="list-style-type: none"> • Undertake regular health and safety audits of work sites to ensure they comply with all standards. • Regular monitoring of works versus programme to ensure works are done on time. • Checking drawings and specifications for any errors prior to works commencing on site. • To check as-built drawings for any errors when works are completed. |
| Resource Management | <ul style="list-style-type: none"> • Monitoring the construction related resource on site for each project. • Managing own time to ensure all projects given can be overseen and managed appropriately. |

| General accountabilities and responsibilities | |
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| Green Statement | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job. |
| Data Protection/Confidentiality | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements. |
| Conduct and Whistleblowing | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination. |
| Safer Working | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview. |
| Equalities | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination. |
| Customer Care | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services. |
| Health and Safety | <p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. ▪ Commitment to adhering to CDM, site worker safety, traffic management safety, and effective reporting of near misses and incidents as per Council policies and practices. |

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| To contribute as an effective and collaborative member of the team | This will involve: <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements. |
| Flexibility | This will involve: <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence. |

Person Specification

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| Job Title: | Traffic Engineering Clerk of Works | | |
| <i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i> | | A - I - T | Weighting |
| Minimum education/ qualifications: | Technical qualifications or equivalent experience required fields in Highway and Civil Engineering or Construction. | T/I | 3 |
| Minimum experience/ knowledge/ skills: | Specialist high level knowledge with ability to utilise own research and develop ideas to respond to complex problems and situations. | T | 2 |
| Minimum behaviours: Customer service | <ul style="list-style-type: none"> Experience in representing the organisation liaising with residents, business owners and contractors. | A | 3 |
| | <ul style="list-style-type: none"> Promotes excellent customer service ethos putting residents at the heart of decision making, dealing with them with compassion, understanding and care. | A | 2 |
| Communicating and influencing others | <ul style="list-style-type: none"> Ability to communicate effectively and establish good working relationships. | A | 3 |
| | <ul style="list-style-type: none"> Ability to meet challenges, appraises new situations, make judgments and implement effective action. | I | 2 |
| | <ul style="list-style-type: none"> Demonstrate tact and diplomacy with sensitive issue with all residents and contractors. | A | 3 |
| Working together | <ul style="list-style-type: none"> Experience of working at a local authority or in the private sector delivering schemes that benefit local residents. | A | 3 |
| | <ul style="list-style-type: none"> Ability to demonstrate the requirements to solve operational problems and disputes. | A | 3 |
| | <ul style="list-style-type: none"> Proven track record of delivering projects on site from inception to completion. | A | 3 |
| | <ul style="list-style-type: none"> In depth knowledge of managing operational services and projects provided by external consultants/contractors. | A | 3 |

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| Analysis and judgement | <ul style="list-style-type: none"> In depth knowledge of Health and Safety legislation and Construction Design and Management regulations. | I | 3 |
| | <ul style="list-style-type: none"> In depth knowledge of highways construction practices. | I | 3 |
| | <ul style="list-style-type: none"> In depth knowledge of Redbridge Council standard highways design and materials specification. | I | 3 |
| | <ul style="list-style-type: none"> Knowledge of Network Management and Streetworks coordination in regard to the Council's permit scheme. | A | 2 |
| | <ul style="list-style-type: none"> Knowledge and understanding of the Council's Standing Orders and of local Government Legislation, Codes of Practice etc. | A | 3 |
| Driving improvement | <ul style="list-style-type: none"> To take responsibility for personal development and actively participate in all learning and development. | I | 2 |
| | <ul style="list-style-type: none"> To participate in the ongoing development, implementation and monitoring of service plans. | A | 3 |
| | <ul style="list-style-type: none"> To support and contribute to value for money, service efficiency and improvement. | I | 2 |
| Adaptability | <ul style="list-style-type: none"> Demonstrate ability to change at an operational level the works on the ground to adhere to the overall design of the scheme whilst adhering to Council priorities and statutory requirements. | I | 2 |
| | <ul style="list-style-type: none"> Demonstrate ability to adapt knowledge and working knowledge for various different types of schemes that could be come across on a daily basis. | I | 2 |
| Leadership and managing people (for those with line management responsibility) | <ul style="list-style-type: none"> N/A | I | |
| Strategic perspective (for senior management posts) | <ul style="list-style-type: none"> N/A | I | |
| Special conditions: | <ul style="list-style-type: none"> Office environment based mainly at Lynton House, High Road Ilford but regular travelling to other sites/locations away from that office, frequently outside. Will be necessary to meet/liase with external/ internal partners. | A | 2 |
| | <ul style="list-style-type: none"> Be prepared to work outside normal office hours when required to attend sites that are operational out of office hours. | A | 2 |
| | <ul style="list-style-type: none"> Work will be subject to constant, frequent change and involve the management of conflicting priorities and deadlines. | I | 3 |
| | <ul style="list-style-type: none"> An ability to travel around all areas of the borough on a daily basis. | A | |
| Signature of Employee: | Name: | Date: | |