

**Job Description**

**Environment Directorate  
Technical Services Division**

<b>Post Title</b>	<b>Highway Maintenance Manager</b>		
<b>Post Number</b>	<b>322</b>	<b>Grade</b>	<b>Scale 8/9</b>
<b>Base</b>	<b>Central Depot</b>	<b>Hours of Work</b>	<b>37 hours per week</b>
<b>Car User Allowance</b>	<b>Essential</b>	<b>Disclosure</b>	<b>None</b>
<b>Contact</b>	<b>Ray Jowett</b>	<b>Updated</b>	<b>August 2008</b>

**Principal Job Purpose**

Responsible to: The Highways & Traffic Manager

Responsible for: Ensuring that the Authority's highway structure is maintained to a safe level for the residents of Blaenau Gwent and users of the highway, also undertaking the delivery of key activities relating to highway maintenance within the County Borough.

**Principal Accountabilities**

1. Develop the Department's expertise in all aspects of highway maintenance, street lighting and traffic management.
2. Implement the Divisions responsibilities for Health & Safety and to comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
3. Motivate, encourage the development of staff.
4. Assist in the preparation of Departmental & Corporate Plans and Policies.
5. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.
6. Undertake any other duties that may be required.

## Person Specification

### ENVIRONMENT DIRECTORATE Highway Maintenance Manager / Post Number 322

	<b>Personal Attributes &amp; Circumstances</b>	<b>Method of Assessment</b>
Essential	Driving licence and access to vehicle for work purposes  Good communication and interpersonal skills and able to work effectively under pressure.	Application Form  Interview

	<b>Qualifications</b>	<b>Method of Assessment</b>
Essential	A minimum of HNC or equivalent qualification in highway engineering.  Substantial experience and knowledge in highway maintenance.	Application Form  Application Form and Interview
Desirable	A degree in engineering and full membership of an appropriate professional body	Application Form

	<b>Experience</b>	<b>Method of Assessment</b>
Essential	Extensive knowledge of dealing with issues in highway maintenance.	Application Form and Interview
Desirable	Experience in managing a systematic service for delivering best value for budget amounts	Application Form and Interview

	<b>Knowledge</b>	<b>Method of Assessment</b>
Essential	<p>Should demonstrate a sound knowledge and understanding of highway maintenance.</p> <p>'Effective management of the delivery of highway maintenance, within the County Borough.'</p>	<p>Application Form and Interview</p> <p>10 minute Presentation</p>

	<b>Skills &amp; Abilities</b>	<b>Method of Assessment</b>
Essential	<p>Should possess leadership and management skills and be able to motivate staff, encourage initiative and develop training.</p> <p>Should be excellent communicators with high interpersonal, management and delegation skills and be able to work closely with private and public sector organisations.</p> <p>Should be enthusiastic, highly motivated, capable of making decisions and able to work effectively under pressure.</p> <p>Candidates should be able to work on their own initiative within a busy office environment and have the ability to work on numerous jobs concurrently in order to meet project deadlines etc.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
Desirable	GIS (Geographical Information System) and IT Skills	Application Form and Interview