**Operations Engineer G9 – Programme & Project Development – Commercial Quantity Surveyor**

Reporting to the Senior Quantity Surveyor, managing and delivering a number of highways works with direct responsibility for a team of Assistant Quantity Surveyors, delivering highways related schemes throughout Lancashire in line with the service key themes:

* Exceptional Customer Focus
* High Quality
* High Performance

**Scope of Work**

Post holders at this level will require a professional qualification or equivalent to provide direction to their team and to act as first contact to deal with day to day technical issues. They will be co-ordinating and integrating the work of their team, including dealing with multiple priorities. They will regularly be making proposals for site planning purposes and will be fully aware of commercial and programme implications.

**Accountabilities/Responsibilities**

* Preparing and pricing Bills of Quantity, this will include taking measures from drawings and market testing rates.
* Preparing financial reports for ongoing schemes, working closely with site teams to ensure that reported costs match actual costs.
* Undertaking contract administration, early warning, compensation events and payment notification
* Attending site and undertaking third party measures
* Communicating with design and delivery functions ensuring that financial reporting is clearly and effectively presented.
* Participating in benchmark testing of rates with other authorities.
* Ensure the Operations Manager is kept updated on programmed schemes and to closely monitor their progress and budget.
* Plan, organise, control and be responsible for their schemes ensuring that all staff make the most effective and economical use of labour, plant and material resources under their control and to set, monitor and report on performance and financial targets for each project being undertaken.
* Ensure tendering and procurement of both materials and sub-contractors, in association with central procurement is delivered in a timely manner to allow uninterrupted delivery of schemes/schemes.
* Responsibility for the administration of contracts to ensure all works are in accordance with the specification laid down, to monitor, review and take corrective action where necessary, ensuring that commercial records are kept.
* HAMS/PPMS – Ensure their teams are completing daily, weekly tasks to deliver work objectives and ensure information recorded is accurate and available to the management team.
* To promote and develop good working relationships in accordance with the County Council’s policy of being a good employer by:
  + Competently and proactively managing employees using approved procedures for the prompt resolution of grievances, disciplinary issues, sickness, capability and other issues.
  + Promoting good employee relations and assisting with / contributing to J.N.C.C.’s, Health and Safety Committees and other meetings.
  + Undertaking appraisals and staff development.

**Values**

* **Supportive** – Praise, clarity, understand opinions/concerns, preparation, employee involvement, feedback, empowerment, managing conflict
* **Innovative** - Clear vision, be self-inspired, passionate, competitive, collaborative, strong work ethic, confident, Objective setting, address poor performance, ownership, implement, continuous review, Reports, correspondence, verbal presentations, selling, dealing with customers, active listening, meeting participation and negotiation.
* **Respectful** - Integrity, belief, values
* **Collaborative** - Political awareness, honesty, approachable, engaging, responsive

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| **Person Specification Form** | | |
| **Job Title**  Operations Engineer – Programme & Project Development – Commercial Quantity Surveyor | **Grade**  Grade 9 | |
| **Directorate**  Highways and Transport | **Post Number** | |
| **Unit/team**  Highways Service - Operations |
| **Requirements**  **(on the basis of the job description)** | **Essential (E)**  **or**  **Desirable (D)** | **To be identified by: application form (AF),**  **interview (I),**  **other (specify)** |
| **Qualifications** |  |  |
| Degree Qualified/HNC Quantity Surveyor in Construction/Civil Engineering or similar and significant industry vocational experience | E | AF, I |
| CSCS ‘Black Card’ holder | D | AF, I |
| Management qualification e.g. PGCM, CMS, NVQ4 (in management or equivalent) | D | AF, I |
| Site Managers Safety Certificate (5 Day Course) or equivalent or a commitment to gain the necessary qualification within 12 months | D | AF, I |
| Membership of a relevant industry institution, RICS etc | D | AF, I |
| **Experience** |  |  |
| Detailed experience of managing highway related Projects and schemes | E | AF, I |
| Good appreciation of and proven competence in:   * Civil / Highway Engineering Contract Management / Pricing * Direct labour management and employee relations * Sub-contractor management * Finance and resource management * Safety and Quality management * Good understanding of contract administration * Good understanding of measurement of highways works MMHWC * Good understanding of other methods of measurement; CESMM, NEC, etc | E  E  E  E  E  E  E  D | AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| **Knowledge/skills/abilities** |  |  |
| Excellent written and verbal communication skills  Ability to engage and understand the needs of elected members and present viable solutions | E  E | AF, I  AF, I |
| Ability to manage and deliver the commercial and contractual elements of complex highway Projects schemes with minimum supervision | E | AF, I |
| Ability to manage, organise and motivate others in a competitive environment | E | AF, I |
| Ability to direct and participate in cross professional and area teams  Ability to confidently and professionally represent LCC at meetings with internal and external partners | E  E | AF, I  AF, I |
| Ability to promote, implement and manage change | E | AF, I |
| Computer literacy in MS office and ability to learn and operate service specific software.  Knowledge of Local Government Procedures and Codes of Practice | E  D | AF, I  AF, I |
| **Other (include special requirements)**  Excellent understanding of Highway related Projects and maintenance operations, processes and techniques to ensure compliance with specifications and sector scheme or similar approvals.  Acceptance of the requirement that highway related Projects and Maintenance operations may be required to be undertaken out of hours, evening/night and weekends to ensure works planned and estimated can be undertaken safely with minimum disruption to members of the public.  Deliver our services in line with the [Highways Asset Management Framework](http://www.lancashire.gov.uk/council/strategies-policies-plans/roads-parking-and-travel/highway-asset-management-in-lancashire/strategies/highways-asset-management-framework/) and The [Highway Management Plan](http://www.lancashire.gov.uk/council/strategies-policies-plans/roads-parking-and-travel/highway-asset-management-in-lancashire/strategies/highway-management-plan/) (HMP), [Transport Asset Management Plan](http://www.lancashire.gov.uk/council/strategies-policies-plans/roads-parking-and-travel/highway-asset-management-in-lancashire/strategies/transport-asset-management-plan/) (TAMP) which sets out how the council intends to manage, maintain and improve the highway network.    Ensure we as the Highway Authority fulfil our statutory obligations under the Highways Act 1980 to maintain those roads, footways and cycle tracks that are maintainable at public expense are in a safe condition.  Able to develop and estimate schemes from first principles or pricing schedules  To be confident and proficient using pricing documents such as MS Excel  Able to work with colleagues in Asset, Surfacing and Maintenance etc. to ensure all schemes proposed and estimated are deliverable and compliant with industry specifications, traffic safety and expectations  Meet with Asset and customers to develop, plan and cost extensive future works programmes  Able to check and audit future planned schemes to ensure all contract information is adequate and sufficient to facilitate delivery by in house teams or external contractors  Have a good understanding of highway works construction techniques and types of materials required to meet highway standards  To manage the commercial and contractual requirements to deliver specific multi-disciplined projects countywide.    Ensure individual schemes of work planned for the future highways programme delivery are estimated to excellent levels of accuracy and where any residual risk remains this is clearly identified    To have an excellent understanding of highways related contract documents such as NEC3/4 family of contracts  To have a good understanding of Local Authority Procurement rules and procedures  To have an excellent understanding of standard methods of measurement for highways works; CESMM3/4  To have a good appreciation of highway specifications    To actively manage the day to day commercial aspects of programmes being developed and delivered    To be aware of opportunity and risk when developing and estimating programmes and ensure these are communicated timely within the teams, to allow measures to be put in place accordingly    To develop the required behaviours within the teams to ensure compliance with all processes and systems.  To look for opportunities to innovate and encourage positive change when appropriate.    To ensure full compliance with current Health and Safety Legislation and LCC standards is being planned for within the programmes and achieved at all levels of management within their teams. | E  E  E  E  E  E  E  E  E  E  E  E  E  D  E  D  E  E  E  E  E | AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I  AF, I |
| In addition to the skills knowledge and experience described above, you may be required to undertake any other duties at or below the substantive grade as directed by the Highway Manager  In addition to the above key skills, you will be required to work flexibly between teams and across all countywide depots as directed by the Manager. | E  E | AF, I  AF, I |
| Current Full Driving licence | E | AF |
| Commitment to Equality & Diversity | E | I |
| Commitment to Health & Safety | E | I |
| **Prepared by: Date:** | | |