

**MIDLOTHIAN COUNCIL
JOB SUMMARY**

JOB TITLE: Operations and Asset Manager (Roads)	POST NO(S):
JOB PROFILE: Grade 10 – M1	
SECTION/UNIT: ROADS SERVICES	
DIRECTORATE: CORPORATE RESOURCES	
REPORTING TO: BUSINESS MANAGER ROADS	
STAFF RESPONSIBILITIES: 45 FTE	
JOB PURPOSE: To manage Roads Construction and Maintenance operations ensuring that a high quality service is provided, and that performance and financial targets in line with the Council's objectives are achieved, and that statutory rates of return are attained.	
MAIN DUTIES: Planning and Performance Be responsible for the delivery of all road construction and maintenance work through the development and implementation of service delivery and work plans, in conjunction with the Road Services Manager. Monitor service performance ensuring that performance and financial targets and rates of return are being regularly achieved as well as high performance levels of operational and service delivery. Prepare work programmes with colleagues and external clients establishing the best method of organising work and set targets to achieve effective utilisation of all resources. Carry out regular reviews of resource matching by the use of the systems analysis software. Report on progress and outputs with regard to labour, plant and material usage. Prepare and submit for Council approval the Winter Service Policy and the overall Operational Plan having determined the required resources, plant, methodology, priority routes in line with Legislation and codes of practice to ensure the Council discharges its legal responsibilities under the Road (Scotland) Act. Contribute to the development of Road Asset Management Strategy, Policy and Plan in line with overall SCOTS project and Midlothian Council Corporate Plan, CIPFA and HM Treasury legislation. Analyse and submit Asset Information to allow submission of Whole of Government Account as per CIPFA requirements.	

MIDLOTHIAN COUNCIL JOB SUMMARY

Liaise with and sit on multi authority SCOTS project working groups to develop and implement guidance that will be utilised by all Roads authorities in Scotland.

Contribute to the development, implementation and review of strategic Roads Policies and guidance documents, in line with Asset Management principles, the Divisional Plan and the Single Midlothian Plan to ensure 'best value' for Midlothian Council.

Develop and maintain an Asset register and data base to ensure that Midlothian Council meets the requirements of CIPFA (Chartered Institute of Public Finance and Accountants)

Chair and manage the asset management review group, consisting of staff from throughout the Council to ensure consistent development and implementation

Ensure that a quality assurance system is in place for all work undertaken and that this is maintained and updated as required.

Produce and update a marketing strategy to increase the customer base.

Operational Management

Ensure that:-

- all construction and maintenance work complies with Industry approved specifications, practices and standards, including that of sub contractors;
- risk assessments are undertaken in compliance with CDM (Construction, Design and Management) regulations and that all relevant information is available to all staff;
- work undertaken by sub-contractors is subject to standard contracts and correct method of measurement;
- job instructions and variation orders are received for all work undertaken, and that all job costs are accounted for;
- the correct and timely ordering of plant and materials, and put in place a procedure to ensure that materials received on site are as ordered;
- the correct procedure for the requisitioning of materials, and the authorising of plant and material costs, are carried out.
- the necessary liaison with the appropriate public utilities including appropriate noticing is carried out prior to any work commencing on site;
- there is consultation with estimating staff, advice given on construction methods, work duration, plant, equipment, and local knowledge is applied as required;
- the co-ordination and control of traffic management work on all affected roads;
- quality is assured by monitoring of daily outputs and work in progress to ensure compliance with planned outputs, taking corrective action when necessary;
- when acting as a sub-contractor, liaise with the main contractor to ensure that works carried out comply with the programme and specification.

Manage the execution of the weather emergency programme in line with the agreed Policy

Employee Management

Manage and monitor the performance of construction and maintenance staff by:-

- controlling the overall work programme; prioritising and delegating work.
- exercising quality control over output;

MIDLOTHIAN COUNCIL JOB SUMMARY

- providing advice and guidance;
- Conducting appraisals
- being responsible for staff development; identifying and arranging staff training.
- The selection and recruitment of staff;
- conducting staff disciplinary hearings in line with Council policy to second level warning;
- carry out investigations in line with the Council's disciplinary procedures;
- managing absence and authorising special leave.
- application of sickness absence procedures in accordance with Midlothian Council policy;
- implementing employee development initiatives.

Finance and Resource Management

Prepare Road Maintenance trading budget in line with central council budgeting to ensure an appropriate rate of return. The trading budget will be analysed to reflect expected workloads, expenditure and income. Any potential areas that could have a negative impact will be reported to the Head of Service.

Prepare and price tenders for internal and external clients.

Calculate profit / loss for each project undertaken.

Produce annual charge rates for all work and prepare costs for annual budgets.

Prepare a programme of replacement plant and vehicles and agree servicing requirements and costs with Travel Team Manager.

Provide up to date information with regard to rates within the Bill of Quantities, negotiate as necessary regarding changes to the priced documents where market forces affect costs.

Prepare, issue and evaluate Framework contract documents for supplies and services on a three-year cycle in accordance with Council procurement strategy.

Other Duties

Liaise with insurance staff over accident and public liability claims.

Undertake any other relevant duties determined by the Road Services Manager.

KNOWLEDGE:

A Degree in Civil Engineering or a fully Incorporated Engineer (1 Eng) with management modules is essential.

Substantial experience of roads construction and maintenance contracting, together with considerable experience in the organisation and control of substantial resources and employee management; and experience in the operation of responsive emergency services and procedures is also essential. Significant experience of tendering for services, managing contracted services and of procurement for high value equipment in a large service is also

**MIDLOTHIAN COUNCIL
JOB SUMMARY**

essential. Significant experience of participating in working groups within a large organisation and in working parties across multi-organisations is also essential.

HNC in business administration or equivalent qualification would be desirable.