

# **RIBBLE VALLEY BOROUGH COUNCIL COMMUNITY SERVICES DEPARTMENT**

## **JOB DESCRIPTION**

- 1. JOB TITLE:** Engineering Services Manager
- 2. REFERENCE:** COM782
- 3. SALARY SCALE:** PO 5–8 (scp 35-38) £39,571 - £42,614 per annum
- 4. RESPONSIBLE TO:** Head of Engineering Services
- 5. JOB PURPOSE:** To lead a small team of engineers and technical staff on a wide range of engineering based activities
- 6. MAIN DUTIES:**
  - 6.1** To provide efficient, economical and effective professional and technical leadership to the engineering section and to provide motivation and innovation in all areas.
  - 6.2** To contribute to the design and construction of various capital projects.
  - 6.3** To plan, programme and implement a wide range of revenue work.
  - 6.4** To monitor budgets affecting the sections areas of responsibility and produce reports for the Head of Engineering Services.
  - 6.5** To assist in the development and delivery of a programme of capital and revenue works.
  - 6.6** To work with Lancashire County Council on the delivery of Highways functions and other highway related activities.
  - 6.7** To assist in the preparation of service plans for the department's services.
  - 6.8** To prepare reports for Committees on various aspects of the section's work and attend Committees as and when required.
  - 6.9** To manage on and off street parking enforcement.
  - 6.10** To assist with the maintenance and operation management of the town centre CCTV system.
  - 6.11** To take a lead on health and safety matters affecting all services within the street scene sector.

- 6.12 To work closely with other managers in the section to ensure the delivery of co-ordinated activities.
- 6.13 To deputise for the Head of Engineering Services as required.
7. To be responsible for ensuring the data quality of all information related to the duties of the post.
8. To adhere to the Council's policies including Equal Opportunities, Health and Safety, standards of dress and behaviour.
9. Such other duties of a similar responsibility level as may be allocated to the post from time to time.

**NB. In order to ensure that Job Descriptions are kept up to date, all employees are required to review their roles regularly through the staff performance appraisal scheme. Staff are required therefore to take a reasonable and flexible approach to changes arising from the challenges facing the Council.**

Signed (Post Holder): \_\_\_\_\_ Dated: \_\_\_\_\_

Signed (Head of Service): \_\_\_\_\_ Dated: \_\_\_\_\_