

ORGANIZATIONAL CONTEXT

Job Title	Projects Handover lead – Senior Engineer level
Job Code	PWA title- Senior Roads Operations & Maintenance Engineer
Grade	2-3
Affairs	Roads O&M
Department	Network improvement
Section	Handover
Team	3 rd Party and Legacy, Local Roads, Expressways
Date last updated	24 March 2014

JOB CONTENT

Role Objective

1. Manage the handing over of Assets from Construction into Maintenance, ensuring that all required Asset information is captured and integrated into the Departments Asset Management systems.
2. Review maintenance designs, requirements and ensure they are appropriate and meet the expected levels of technical excellence within Roads Operations & Maintenance.

Job Roles & Responsibilities

1. Ensure that Assets are handed over to the highest standard and liaise with Contractors to ensure that any defects on projects due for handover are detected, recorded and rectified.
2. Liaise with other relevant parties i.e. Infrastructure Affairs, PMCs, Supervision Consultants and GECs, Contractors and Private Developers to drive an early engagement approach to project handover.
3. Support the investigation of internal and external customer complaints and ensure satisfactory solutions are reached in line with agreed performance indicators and support customer centric organisation
4. Attend project review meetings to evaluate progress of on-going construction or maintenance activities.
5. Assist in the development of Contract documentation for tendered projects developed by the team to support business development
6. Act as a Project Manager, taking responsibility for budget, time and health and safety management for the contract.
7. Oversee the quality assurance for drafting, establishing maintenance and operational handover procedures for each infrastructure or facility

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- Degree in Civil Engineering discipline BSc, BEng, MEng or equivalent

Desirable

- Project Management qualification (PRINCE 2, PMP or equivalent)
- IOSH Managing Safety or equivalent

Technical Knowledge

- Experienced in both design and construction stages of large scale highway infrastructure projects
- Familiar with forms of contracts, including responsibilities and contractual obligations
- Computer literate and thoroughly conversant with MS Office suite and relevant engineering software packages.
- Familiar with Asset Management, Highway Maintenance, Health and Safety, and Quality Standards and Regulations
- Experience of Operations & Maintenance and Construction process
- A demonstrable period of Road Network maintenance experience

The Individual

- 10-15 years' experience in similar role
- Ability to supervise and manage the development of a team
- Flexibility and willingness to be involved in all aspects of the operation
- Experience of working in an operation with quality and health and safety systems
- Team player but have the ability to work well unsupervised
- Manage their time and team effectively and be self-motivated
- Excellent communication and organizational skills
- Strong project management skills
- Good decision making skills
- Ability to identify & implement solutions to problems