

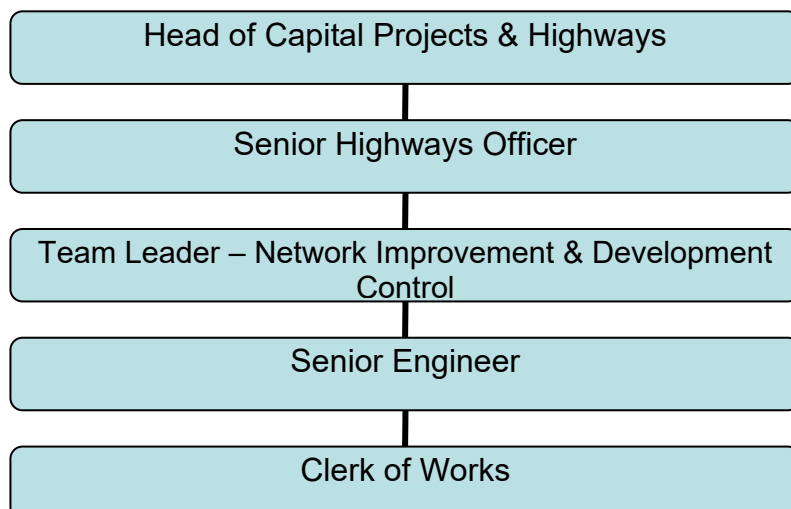
ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Economy & Place
SECTION:	Highway Services
LOCATION:	Number One Riverside / Princess Street Depot, Rochdale
JOB TITLE:	Highways Clerk of Works
POST NUMBER:	
Grade:	Grade 7
Accountable to:	Team Leader – Network Improvement & Development Control
Accountable for:	N/A
Hours of Duty:	37 hours per week in accordance with the services work life balance scheme
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART



PURPOSE AND OBJECTIVES OF THE JOB

The Highway Clerk of Works acts as the local authority's on-site technical representative for highway infrastructure associated with housing developments.

Their core purpose is to:

- Protect the future highway asset
- Ensure works comply with approved highway drawings and standards
- This is typically in relation to S278, S38 & S50 agreements
- Prevent councils inheriting poor-quality roads, drainage, and public realm

Additional duties when required will also include:

To ensure all assigned highway capital projects are undertaken in accordance with specification requirements and to the specified standards of workmanship.

To ensure all reactive & routine highway maintenance patching works are undertaken in accordance with specification requirements and to the specified standards of workmanship.

To provide technical advice to Team Leaders and the Service Management Team.

To manage effective customer and stakeholder relationships that will enhance and develop the Highways Service.

Control of Resources

Personnel

To operate as part of the Highways Strategy Service & Capital Delivery Service.

Financial

To be responsible for the part of the Services financial resources which relates to the work of the post holder

To ensure the effective and efficient use of all resources and funding allocated for the delivery of the service.

Equipment/Materials

To be responsible for the assets, equipment and materials used in the delivery of services, ensuring they are properly protected from loss and provide value for money.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal

Senior Managers and Head of Strategy/Capital Projects & Highways
Capital Programme and Delivery team members
Highway Maintenance team members
Staff in other services within the Council.
Elected Members of the authority
Staff in partnership organisations

External

Staff in external organisations providing highways services to RMBC
Employees within other local authorities, public bodies and funding bodies
Members of the public and targeted communities/users
External developers and contractors

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Always approach the job using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To ensure all highway improvement projects assigned are constructed in accordance with the works information, e.g. drawings, specifications etc. and to the specified standards of workmanship.
2. To ensure all reactive & routine highway maintenance patching works are undertaken in accordance with specification requirements and to the specified standards of workmanship.
3. To produce accurate records of site activities of projects under the post holders control, e.g. maintain a diary to record progress, delays, site visits and other significant facts.
4. To ensure all traffic management and health & safety obligations are met in the delivery of scheme works under the post holder's control.
5. To supervise construction works on site, negotiate with contractors and monitor their performance.

6. To provide the Team Leader (Capital Programme & Delivery), Senior Highways Officer and the Head of Capital Projects & Highways with information as requested regarding projects under the post holder's control.
7. To assist in the formulation and implementation of the Service's Training Plans for both in-service and ongoing professional training.
8. To ensure that the Council's statutory duties and responsibilities are undertaken and Council policy is discharged in respect of service delivery

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
- 3 Examine Contractor's programmes, check progress and update the Project Engineer.
- 4 Examine engineering drawings and information in conjunction with other disciplines and refer discrepancies to the Project Engineer as appropriate.
- 5 Assist in the resolution of queries to ensure work proceeds in an effective, workmanlike and economical manner.
- 6 Ensure standards of quality of workmanship and materials is maintained.
7. Attend site when work is in hand and all site meetings.

Job Description prepared by	<u>A Whittaker</u>	Date	<u>16/04/2026</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor/Line Manager	<u></u>	Date	<u></u>
Assistant Director	<u></u>	Date	<u></u>