**Job Description**

**Date: December 2024**

**Designation: Engineering Manager**

**Service: Technical Services**

**Section: Engineering Team**

**Grade: Grade M8**

**Car Allowance: Essential Car User**

**Reports to: Head of Technical Services**

**Supervises: Engineer/Technical Design Officer/Technical Support Officer.**

General Description

Responsible for the overall management of activities and budgets undertaken by the Engineering Team.

Key Functions:

1. Be responsible to the Head of Technical Services for the organisation, control, managerial direction, and delivery of all aspects of the work of your Team including CCTV and car park maintenance and inspection.
2. Be responsible for the development, appraisal, deployment, motivation and discipline of staff under your control.
3. Be responsible for the overall management of activities and budgets undertaken by the Engineering Team
4. Be responsible for the Services’ Health and Safety including support to other officers. Be the Service Representative on the corporate Health and Safety group.
5. Assist the Head of Technical Services in matters related to operational management, identifying priorities, establishing and developing policies and programmes of implementation, monitoring and reviewing their effectiveness and modifying them in response to changing circumstances; all within the context of the Council’s corporate strategies and existing financial constraints.
6. Maintain control of the resources allocated to schemes/projects for which the postholder is responsible; and ensure the proper supervision and management of such schemes/projects.
7. Manage and develop a variety of engineering projects relating to car parking, drainage, bridges and management of Council land.
8. Assist the Head of Technical Services in dealing with flooding issues and liaison with the Environment Agency and Kent County Council.
9. Assist the Head of Technical Services with liaison with KCC and other agencies.
10. Liaise with partners in relation to all issues linked to CCTV including the operational management of any contracts.
11. Manage the inspection, maintenance and asset management of Council Bridges.
12. Manage the Winter Maintenance and drainage inspection regime.
13. Manage and supervise the Electric Vehicle charge point contract for chargers in Council car parks.
14. Advise Councillors and senior professional officers throughout the Council on technical and professional matters which are the responsibility of the team.
15. Ensure that all payments are properly authorised, appropriate, timely and correct.
16. Ensure that all relevant returns are completed and submitted promptly and accurately.
17. Ensure appropriate agreements and contracts exist for the various services and equipment used.
18. Provide appropriate reports, management information and data to maintain and enhance the services provided and ensure the necessary records are kept to support this.
19. Assist the Head of Technical Services in preparing the revenue budgets necessary to implement agreed service programmes, including management and salary allocations, and exercise proper control of such budgets as are approved.
20. Assist the Head of Technical Services by providing advice on all matters relating to the proper discharge of your team’s functions through the preparation of prompt, clear and concise professional reports, presenting them as agreed with the Head of Technical Services to appropriate Committees, Boards, and Member Steering Groups.
21. Assist the Head of Technical Services in ensuring that the Team operates wholly within current legislation, Council policy, Standing Orders and Financial Rules and other relevant procedures.
22. Ensure that all aspects of Health and Safety within your service area are effectively addressed.
23. Maintain and develop effective communications and relationships with Members, other Council staff, external organisations and members of the public.
24. Participation in the Emergency Plan and the delivery of Elections.
25. Undertake any other duties which may be called for in accordance with the requirements and responsibilities of the Team’s key tasks or as directed by the Head of Technical Services.

This job description is not intended to exclude any task which the postholder might reasonably be required to undertake, and may be subject to change following consultation with the postholder.