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**Post Title:** PRINCIPAL ENGINEER

**Post Hours:** 37 hours per week

**Grade:** PO 2-5

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**Responsible to:** Engineering Manager

**Responsible for:** Assistant Engineer and Trainee Engineers

**Main Contacts Associated with Principal Duties:**

- Daily within the Service Area.
  - Frequently with other Service Areas and the Directorate.
  - Frequently with members of the public and elected members.
  - Frequently with contractors, statutory undertakers and the emergency services.
  - Frequently with County Council officers.
  - Frequently with officers from other district councils.
  - Occasionally with the media.
  - Frequently with external clients.
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**Job Purpose:**

- To design and supervise major and minor civil engineering projects.
  - To assist in managing the civil engineering consultancy to other Service Areas and other councils.
  - To work up schemes into detailed design proposals, including the production of working drawings and contract documents, and to supervise construction work associated with the implementation of those schemes.
  - To be budget holder for revenue works and capital programmes.
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**Control of Resources:**

The postholder manages budgets on behalf of the Service Manager as set out above.

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**Main Duties and Responsibilities:**

1. To design, manage and implement a diverse and complex range of engineering projects.
2. To prepare detailed drawings for highways, traffic management, drainage and other engineering schemes as appropriate.

3. To prepare contract documents, put to tender, and supervise the construction of highway and civil engineering schemes, including town centre works, traffic schemes, etc.
4. To plan, implement and monitor systems of control for contractors engaged upon the above functions, including the checking of work carried out, completion within the agreed timescales and within budget.
5. To monitor expenditure and income against agreed allocations and targets to ensure that programmes are achieved within approved expenditure allocations.
6. To check contractors' valuations and agree final accounts for the above schemes.
7. To ensure that financial regulations and contract standing orders are complied with in respect of his/her activities.
8. To coordinate all development schemes, including Pendle Council capital schemes, capital schemes related to Environment Agency work and capital schemes on behalf of other local authorities.
9. To maintain regular liaison with other Service Area clients about work programmed and needs.
10. To undertake surveys for, and provide civil engineering advice to, other Service Areas.
11. To be responsible for the effective implementation and control of those aspects of health and safety under their control and to ensure that all contractors working for the Service Area on contracts for which they are responsible comply fully with all aspects of the Service Area's Health and Safety Policy and Codes of Safe Working Practice.
12. To undertake such other duties as may be assigned and as are commensurate with the grading of the post.

March 2025

Selection Criteria	Essential or Desirable	Assessment Method
<b>Qualifications</b>		
1. Degree in Civil Engineering.	Essential	Application Certification
<b>Knowledge, skills, abilities and experience</b>		
2. Experience in designing highway / traffic / engineering schemes.	Essential	Application Interview
3. Experience in undertaking detailed site surveys, collecting and analysing data.	Essential	Application Interview
4. Competent AutoCAD draughting and 3D ground modelling skills including interpreting sketch proposals and producing effective construction drawings.	Essential	Application Interview
5. Experience in preparing contract documentation for engineering schemes.	Essential	Application Interview
6. Experience of supervising the construction of civil engineering schemes and agreeing contractors' valuations.	Essential	Application Interview
7. An understanding of work programming and project and resource management techniques including budget management.	Essential	Application Interview
8. An up-to-date knowledge and understanding of relevant health and safety legislation, including CDM Regulations.	Essential	Application Interview Test
9. The ability to communicate effectively with a wide range of people via presentations, consultations, public and committee meetings, etc.	Essential	Application Interview
<p style="text-align: center;"><b>This post is subject to pre-employment and probationary drug and alcohol testing.</b></p> <p style="text-align: center;"><b>It will then be part of the ongoing random testing regime for safety critical posts.</b></p>		