



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Senior Civil Engineer
Service	Place & Growth - Highways & Transport
Team	Capital Schemes
Location	Council Offices, Shute End
Reports to	Capital Schemes Project Manager
Worker Style	Hybrid - Remote working with attendance at Council offices as and when required
Responsible for	Graduate Engineer, Apprentice
Grade	8
Contract Type	Permanent
Post number (if known)	711701

Main Accountabilities	
1.	Completing technical designs to relevant UK standards (DMRB, Manual for streets, MCHW, among others) as well as producing high standard professional written technical reports.
2.	Liaising and maintaining constructive and collaborative relationships with internal and external clients. Answering queries and responding to technical issues, providing support, and ensuring that we deliver successful outcomes, which improve our services, customer outcomes, and savings.
3.	Undertake site visits and supporting the construction process.
4.	To follow the Business Change Framework methodology and ways of working. To administer and manage the project process and service project meetings. To agree and produce clear, concise project plans and delivery timescales
5.	Assisting in the planning and organisation of resources, to maximise fee income and utilisation

Person Specification	Essential	Desirable
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Education/Qualifications	Bachelors Degree in Engineering	Masters Degree in Engineering/ Chartered Civil Engineer (or working towards) with relevant body.
Experience	Minimum of 4 years experience assisting project design & delivery from concept design through to construction. Pavement Design Experience Highway Drainage design experience	Experience in drafting and managing NEC works contracts Experience in managing small highway schemes both in design and construction on site.
Skills/Knowledge	Sound working knowledge of relevant national and international highway related standards (e.g. DMRB, SHW, Traffic Signs Manual, Manual for Streets), contracts (e.g. ICE, NEC, and FIDIC), methodologies and procedures Experience in efficiently using AutoCAD Civils 2D software to produce Highway plans.	Experience in efficiently using AutoCAD Civils 3D software to produce Highway plans. Experience using AutoCad Key Sign/Key Line softwares

Purpose Details	
Service Purpose	The capital project design and delivery team are responsible for the design and delivery of all highways capital works. This is approximately £10-15m per annum. The team deliver an in house service not only to the highways departments but also other departments, Berkshire councils, and Parish councils which generates revenue
Role Purpose	The Senior Engineer will lead on highway designs whilst also providing project management support within the Capitals team. The role will include site visits in order to produce designs from feasibility through to detailed design/read for construction drawings. Assist in drafting works contracts, completing procurement/tender processes and providing support to the Project Manager during construction. Working as a team player to deliver projects within time and budget, and assist in developing more junior staff members with their career progression.

Supervision and Relationships	
Supervision Received	Capital Schemes Project Manager, Capital Schemes Programme Manager
Supervision Given	Graduate Engineers, Apprentices
Contacts	All internal teams , Suppliers, Members of the public, Contractors, Consultants...





Resources/Budget Management

Manage resource and budgets assigned to projects

Special Requirements

Some travelling to sites will be required, therefore driving licence is desired although not compulsory.
Some lone working is expected when conducting site visits

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers

N

Working at Height

N

Exposure to Noise (>80-85dB)

N

Confined Spaces

N

Frequent Display Screen Equipment Use

Y

Driving for Work

Y

Hand Arm Vibration

N

Lone Working

Y

Healthcare/Social Contact with Patients

N

Blood Borne Viruses Exposure

N

Food Handling

N

Working with Animals

N

Specialised Medical Screening

N

Night Working

N

Safety Critical Work

N

Nature of the Role

Details

Healthcare or Hospital Work

N

Working with Children (under 18)

N

Working with Elderly/Vulnerable Adults

N

Work Environment Details

Hybrid working -
Home/Office/Site





WOKINGHAM
BOROUGH COUNCIL

Role Involvement		Details
Working with Children		N
Working with Vulnerable Adults		N
Both of the Above		N
Providing Care/Supervision for Children		N
Providing Care/Supervision for Vulnerable Adults		N
Both of the Above		N
None of the Above		Y

Disclosure and Barring Service (DBS)		Details
DBS Requirement		N/A
Eligibility Tool		Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks	
N/A	

Evaluation Declaration	
Date of Evaluation:	26/08/2026
Evaluated by:	Adam Matthews, Capital Schemes Programme Manager

