



Falkland Islands Government – Job Description

Job Title:	Assistant Roads Engineer		
Department:	Public Works	Section:	Highways
Reports to:	Roads Engineer		
Grade:	Falkland Islands Government Grade – C	Job Code:	360ARE

Job Purpose

To assist the Road Engineer in the delivery of the agreed Highways works programmes in a safe and efficient manner and to Deputise for the Roads Engineer in their absence.

Main Accountabilities:

To undertake any required duties and assist the Road Engineer with projects in the following areas at the level appropriate to the grade:

- The development and implementation of Capital and Operating budgets
- Monitoring the condition of all Highways Assets including surfaced roads, un-surfaced roads, bridges, cattle grids, culverts and signs and developing works programmes considering the extent of works, available resources and budget.
- co-ordination with other FIG sections or contractors to ensure completion of annual work programmes
- The selection and purchase of road construction and maintenance supplies, mainly from overseas suppliers.
- Contract Management and contract writing
- Attending site and inspecting construction and maintenance works to ensure compliance with contract conditions, specifications and standards
- Undertaking Risk assessments and monitoring compliance with relevant Health and Safety requirements
- Attending site meetings
- Managing financial resources
- Performance management
- Business plans
- Materials including, asphalt, concrete and aggregates specification, performance and testing
- Highway Design
- Staff management
- Recruitment
- Liaising with Landowners and other stakeholders on matters relating to road construction and maintenance
- Deputise for the Roads Engineer in their absence including liaising with Members of the Legislative Assembly, Director of Public works and others as required.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Additional Information:

A difficult aspect of the job is communicating with the necessary people as the works are physically separated from each other and from the main office by long distances.



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Person Specification:		Assistant Roads Engineer		
Criteria	Essential	Desirable	Assessment Method	
Education and Training:				
BSc/BEng qualification in relevant degree course	✓		A	
Proficient in the use of AutoCAD	✓		A	
Computer literate with understanding of Microsoft Office programmes and Microsoft Project	✓		A	
Hold and maintain a full driving licence	✓		A	
Skills and Experience:				
Minimum 6 years civil engineering experience with a design consultancy or Contractor	✓		A/I/R	
Proven experience of maintaining surfaced and un-surfaced roads	✓		A/I/R	
Good interpersonal and communication skills	✓		I/R	
Able to keep records of work undertaken and present clear written reports to line manager	✓		I/R	
Able to work with minimum supervision	✓		I/R	
Organised approach to meeting deadlines and prioritising conflicting demands	✓		A/I	
Good verbal reasoning skills	✓		I	
Sound numeric, report writing and verbal communication skills	✓		A/I	
UK based work experience with asphaltting contractor		✓	A/I/R	
Personal Attributes:				
Sensitive to the abilities of others	✓		R	
Self –controlled and calm under pressure	✓		I/R	
Be a pro-active and flexible team player	✓		I/R	
Able to live and work away from normal home area for extended periods as required	✓		I	
Ability to think laterally and creatively to generate novel solutions	✓		I/R	
Willingness and ability to lead and motivate staff effectively	✓		A/I/R	
Deadline driven	✓		I/R	

Method of assessment: A - Application Form I - Selection Interview R - Reference