

Job Title:	Permit & Enforcement Inspector
Job Ref. No.:	
Directorate:	Community & Resources
Department:	Traffic
Grade:	HBC5
Responsible to:	Permit & Enforcement Manager
Responsible for:	N/A

MAIN PURPOSE OF THE JOB:

Contribute to the effective control of safe activity of street works and other licensed activity, including enforcement, on the public highway, ensuring that these comply with Halton's permit scheme, quality standards and other current legislation.

1. Supervise the activities of statutory undertakers and other contractors to ensure compliance with Halton Borough Council procedures and standards, legislative and health & safety standards.
2. Carry out core and sample inspections of works undertaken on the highway to ensure compliance with relevant Acts, codes of practice, Council policies, contract specifications and required quality standards.
3. Ensure that core and sample inspections carried out meet target inspection rates.
4. Carry out inspections to ensure compliance with permits, licences and legal notices for skips, scaffolding, hoardings, 'A' boards and obstructions on the highway. Refer issues to appropriate colleagues as necessary (eg overhanging vegetation, illegal vehicle access crossings, obstructions).
5. Carry out inspections to ensure correct procedures are followed in relation to road closures and associated traffic diversions.
6. Report findings from inspections and checks (either verbally or in writing) including photographic evidence to the Permit & Enforcement Manager.
7. Liaise with Permit Scheme Technicians and the Permit & Enforcement Manager to ensure that streetworks across the Borough are well coordinated to minimise disruption to users of the highway.
8. Investigate and resolve where possible issues raised in relation to streetworks and provide feedback to members of the public and other stakeholders.
9. Provide the Permit & Enforcement Manager with advice and support on matters related to streetworks customer care.
10. Keep accurate records of inspections, checks and other interactions with statutory undertakers, contractors, the general public and other stakeholders.
11. Liaise with statutory undertakers and other contractors/developers to report on works progress and to track outstanding works.
12. Monitor the performance of statutory undertakers and contractors and take necessary action to ensure acceptable performance.
13. Monitor duration of works on the highway, agree extensions where necessary and provide evidence of Section 74 overrun charges to Permit Technicians.

14. Ensure that defect information is reported, logged, updated and tracked on relevant computer systems.
15. Issue notices to statutory undertakers and contractors in breach of any permits or licences held (to include permits, s74, s50) following the enforcement process.
16. Contribute to the risk assessment process relating to enforcement activity.
17. Provide cover for Permit Scheme Technicians as necessary to ensure that permits and licenses are issued as required.

Note: Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

PERSON SPECIFICATION

Job Title: Permit & Enforcement Inspector
Job Ref. No:
Directorate: Community & Resources
Department: Traffic
Grade: HBC5

MAIN PURPOSE OF THE JOB:

Contribute to the effective control of safe activity related to street works on the public highway, ensuring that these comply with Halton's permit scheme, quality standards and other current legislation.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	<ul style="list-style-type: none"> 5 GCSEs (grade C and above) to include English and Maths or equivalent (this may be other qualifications which equate to GCSEs or relevant experience or service in a similar working environment) Hold current NRSWA accreditation 	<ul style="list-style-type: none"> Formal qualification in highway engineering/related work area or equivalent experience 	Application
Experience	<ul style="list-style-type: none"> Experience of working as part of a team and on own initiative Experience of producing basic financial reports Experience of providing good 	<ul style="list-style-type: none"> Experience of working in a local authority Experience in highways maintenance/construction/reinstatement 	Application, Interview & Assessment

	<ul style="list-style-type: none"> customer service Experience of working with a range of stakeholders in a highways-related discipline Experience of street works 	<ul style="list-style-type: none"> Experience of supervising and inspecting works on the public highway 	
Knowledge	<ul style="list-style-type: none"> Knowledge of the New Roads and Street Works Act and relevant street works legislation Knowledge of enforcement processes and procedures 	<ul style="list-style-type: none"> Working knowledge of the Mayrise system 	Application, Interview & Assessment
Skills and Abilities	<ul style="list-style-type: none"> Proficiency in IT, including Microsoft Office packages Good verbal and written communication skills Able to listen and respond positively Ability to work outdoors Ability to research and collate information Able to meet deadlines and manage own time effectively 		Application, Interview & Assessment
Other Requirements	<ul style="list-style-type: none"> Hold a current driving license and have access to a vehicle 		Application & Interview