

## Job Description

Job Title	Inspector
Grade	Band H
Reporting To	Team Leader (Streetscene)
JD Ref	REG0045G

### Purpose

The Council is required, under its statutory duty as local highway authority, to maintain all highways which are under its control, and to co-ordinate utility works to minimise disruption on the highway network, ensuring that works are carried out in accordance with street works legislation and associated Codes of Practice.

The Highways Inspector is a key role in delivering these duties through highway and street works inspections, identifying highway maintenance needs, monitoring of utilities, contractors and other third parties such as developers, and liaison with all highway users including the public, as well as Council Members.

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Highways & Infrastructure service specific duties & responsibilities:

- Ensure all works issued are completed to the required standards and specifications within NEC3 Contracts and responsible for monitoring and supervising all works connected with new developments to ensure they comply to the Council and statutory requirements.
- Responsible for the production of work instructions, as required, using the council Business and Customer Management System using the field service module or other systems that may be adopted for such requirements.
- Responsible for decisions of a high-risk nature by ensuring maintenance and Streetscene intervention levels are met as set out in the Highway Maintenance Policy, Winter Operating Plan and any other procedures relating to the Streetscene, including the provision of Emergency Call Outs for Winter Maintenance Operations.

**ACCOUNTABLE****AMBITIOUS****RESIDENT  
FOCUSED****PROFESSIONAL**

- Responsible for producing bills of quantities or activity schedules to provide estimates for highway maintenance schemes and vehicle crossings.

### **Communication, Engagement and Training:**

- Conduct varied complex correspondence and meetings with residents and businesses, as well as Ward Councillors, regarding highway and Streetscene matters.
- Responsible for monitoring and supervising all works on or adjacent to the highway including Street Works activities. Attend joint site meetings with undertakers and their contractors, where appropriate, ensuring all reinstatements comply with statutory specifications.

### **Data Analysis and Decision-Making:**

- Responsible for the inspection of highways and Streetscene in accordance with the Council's Maintenance Policy and complete inspection reports with comprehensive records in accordance with Council procedures.
- Responsible for investigating all highway and Streetscene related CRM enquiries and, action any necessary works as required, and update customer and CRM, or other systems that may be adopted for such requirements.
- Concisely document and collate evidence, both written and photographic, to support potential prosecution for serious safety related non-compliance with breaches of statutory legislation and their Codes of Practice and attend Court to defend the Council for all third-party liability claims.
- Responsible for identifying and providing network condition information for use in the preparation of works programmes.
- Responsible for carrying out Street Works inspections in accordance with the New Roads and Street Works Act 1991, its current Code of Practice for Inspections and HAUC advice note, whilst ensuring maximum income levels are achieved. Inclusive of Sample inspections at Categories A, B, and C to ensure maximum income levels are achieved.
- Investigate and report Enforcement of activities related to the Highways Act 1980 and New Roads and Street Works Act 1991 to include accurate recording of information to support prosecutions.
- Monitor and concisely report on works that have s74 overrun status to ensure robust defence against mitigation therefore enabling maximum income is derived.

### **Compliance:**

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

### **Other:**

- Any other duties commensurate with the grade.



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Supervisor New Roads and Street Works Act (NRSWA) 1991 street works
- accreditation.
- Qualification as required by the New Code of Practice for the Well Management of Highways.
- *Desirable - ONC or equivalent in civil or highway engineering or related discipline.*

### Knowledge & Skills

- Good literacy and numeracy skills.
- Good interpersonal skills.
- Understanding of confidentiality requirements.
- Underpinning business knowledge of Council Services and relevant areas of work.
- Experience of implementing the relevant requirements of the Highways Act 1980, New Roads and Street Works Act 1991 and the Traffic Management Act 2004.
- Demonstrate intermediate IT skills e.g. use of Microsoft Office.
- Knowledge of why the application of varied highway materials are used.
- Knowledge of the different applications of highway maintenance methods.
- Extensive Knowledge in safety in street works and road works.
- *Desirable – Understanding of chapter 8 of the Traffic Signs Manual.*
- *Desirable – Court procedure for highway authority claims.*
- *Desirable – DfT Specification and Method of Measurement for Highway Works.*

### Experience

- Data input to and extraction from business support systems.
- Ordering, varied materials, equipment and services within budgets constraints.
- Dealing face to face with customer related issues.
- Ability to work to deadlines.
- Working autonomously and meeting defined time targets.
- Experience of dealing with contractors working in a highway environment.
- Experience of the requirements relating to the Safety at Street Works and Road Works.
- Working in a highway environment.
- *Desirable – Street Works related defect inspection processes and procedures.*
- *Desirable – Operating in a remote working environment without a fixed office base.*
- *Desirable – Providing statements to and giving evidence in court for highway authority claims.*
- *Desirable – Winter gritting operating arrangements.*



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

## Additional Information

- Ability to travel across the Borough and work from various locations.
- Work hybrid, with a flexible working approach to accommodate service needs.

### Health & Safety Considerations:

- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Driving duties
- Exposure to persons with challenging or aggressive behaviour

**Approved By: David C Reeves - Street Works Manager**

**Date Of Approval: 4<sup>th</sup> July 2024**



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL