

Wirral Council: Job Role Descriptor

Job Role:	Inspector
Service:	Highways & Streetscene
Reports to:	Team Leader (Streetscene)
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	REG0045G
Job Family:	Regulatory
Grade:	Band H

JOB ROLE PURPOSE

The Council is required, under its statutory duty as local highway authority, to maintain all highways which are under its control, and the Highways Inspector is a key role in delivering that duty through inspections, identifying maintenance needs, monitoring of contractors and other third parties such as developers, Utilities and liaison with all highway users, including the public, as well as Council Members.

KEY TASKS

1. 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.
2. 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.
3. Conduct varied complex correspondence and meetings with residents and businesses, as well as Ward Councillors, regarding highway and Streetscene matters.
4. 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.
5. 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.
6. Responsible for identifying and providing network condition information for use in the preparation of works programmes.
7. 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.
8. Obtain and present evidence in court for the recovery of costs incurred for repairs for damage caused by third parties.

9. Responsible for producing bills of quantities or activity schedules to provide estimates for highway maintenance schemes and vehicle crossings.
10. Responsible for the production of work instructions, as required, using the council 1Business and customer management system using the field service module or other systems that may be adopted for such requirements.
11. Ensure all works issued are completed to the required standards and specifications within NEC3 Contracts.
12. Responsible for monitoring and supervising all works connected with new developments to ensure they comply to the Council and statutory requirements.
13. 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.
14. Monitor and concisely report on works that have s74 overrun status to ensure robust defence against mitigation therefore enabling maximum income is derived.
15. Provide Emergency Call Out for Winter Maintenance Operations.
16. Be available to respond to all highway emergency situations, during the normal working day.
17. Responsible for issuing defect notices in accordance with NEC3 Contracts and New Roads and Street Works Act 1991.

KEY RESPONSIBILITIES

People

No supervision of staff.

Develop constructive working relationships with internal and external stakeholders including colleagues, customers, emergency services, developers, utility and contractor representatives.

Deal with complex contractual and contentious issues with the public, members and third parties, handling situations of potential conflict.

Monitor works undertaken on the highway to ensure they are carried out in a safe manner, in accordance with the Highway Services Contract, Highways Inspection and Maintenance procedures, Safety at Street Works and Road Works Code of Practice and that they are compliant with the statutory Reinstatement Code of Practice.

To communicate as required in writing/orally with elected members on routine enquiries.

Financial

Ensure, where possible, that maintenance interventions are identified, prepared and implemented as efficiently as possible to minimise the Council's revenue expenditure whilst meeting its policy for highway maintenance.

Ensure that records of inspections, maintenance activity and communications with affected parties are maintained up to date and as accurately as possible, to ensure that the Council's defence in Court against unwarranted claims for damage and injury to third parties is maintained in order to minimise any unwarranted expenditure to claimants by the Council and its insurers.

Ensure all works issued are within the budget provision.

Ensure that maximum income levels are achieved in relation to defect inspection charges, fixed penalty notices and charges for unreasonably prolonged occupation of the highway (s74 charges).

Strategic

Ensure that inspections and works on the highway and Streetscene are carried out with the aim of delivering the core objectives of the highways maintenance policy and procedures and that the Council is able to maintain its statutory defence in the Courts and meet its duties as local highway authority. Actively contribute to the production of job specific risk assessments.

Responsible for risk assessments made when issuing works to the contractor.

Responsible for ensuring Street Works are compliant with current legislation, codes of practice, specifications and defined Permit conditions.

Resources

Ensure that records are accurately maintained utilising the Council's CRM system, or other systems that may be adopted for such requirements, and that colleagues and customers are kept informed regarding outcomes.

Responsible for the proper and secure management of all communications and inspection equipment, documentation and records associated with the role.

Where provided, proper management and maintenance of Council vehicles, in accordance with approved operating procedures.

Planning and Organising

Actively manage work streams to maximise time management on inspections and other planned activity and work independently without close supervision.

Follow defined processes in relation to inspection and maintenance regime.

Arrange site inspections with contractors, utilities, works promoters and other parties.

Activities are planned through the whole year to meet the required targets set within the maintenance policy and contract.

Responsible for their works scheduling, prioritising complex work on a daily basis in order to meet scheme or work deadlines.

Responsible that dangerous defects are completed within the required target times / dates.

Decision Making

Determine risk factor when undertaking site safety inspections on both 'in-progress' and 'post site' works.

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.

Determine matters relating to adherence to all contracts and specifications. To ensure works carried out to the required standards for the Council.

Assess and decide when immediate physical interventions are required.

Escalate complex problems to the Team Leader.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualification:

- 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.

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 etc.
- Know why the application of varied highway materials are used.
- Know of the different applications of highway maintenance methods.
- Extensive Knowledge in safety in street works and road works.

Experience:

- Data input to and extraction from business support systems.

- Ordering, varied materials, equipment and services within budgets constraints.
- Dealing with face to face with customer related issues.
- Ability to work to deadlines.
- Ability to work independently with minimal supervision.
- 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 Criteria

Qualification:

- ONC or equivalent in civil or highway engineering or related discipline.

Knowledge & Skills:

- Court procedure for highway authority claims.
- DfT Specification and Method of Measurement for Highway Works.
- Chapter 8 of the Traffic Signs Manual.

Experience:

- Street Works related defect inspection processes and procedures.
- Operating in a remote working environment without fixed office base.
- Providing statements to and giving evidence in court for highway authority claims.
- Winter gritting operating arrangements.

ADDITIONAL WORK ELEMENTS

The ability to travel around part of the Borough in order to carry out all tasks.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive

statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

Signed Head of Service

A handwritten signature in black ink, appearing to read 'M. Smith', written in a cursive style.

Date

13th January 2020