

Northumberland County Council
JOB DESCRIPTION

Post Title: Highways Inspector		Director/Service/Sector: Local Services, Neighbourhood Services		Office Use	
Band: 6		Workplace: Locality Based			JE ref: 2872 HRMS ref:
Responsible to: Area Delivery Manager		Date:		Manager Level:	
<p>Job Purpose: Plan and carry out statutory highway inspections, process results and effectively manage the resources on general and routine maintenance work to achieve the required response times and financial performance and compliance within service specification. To undertake the enforcement of the Highways, Cleaner Neighbourhoods and Environmental Protection Act, in connection with Litter, Fly-Tipping, Fly-Posting, Abandoned Cars and Graffiti. To issue warnings and fixed penalty notices to the general public and local business connected with offences contravening the Cleaner Neighbourhoods and Environmental Protection Acts. To publicise, promote and educate the general public and local business, in highway matters, to maintain highway safety across the County and ensure necessary remedial actions, are promptly reported, actioned, or, where possible, immediate re-instatement is actioned.</p>					
Resources		Staff			
		Day to day direction and supervision of a highways response gangs carrying out routine highway maintenance works			
		Finance			
		Monitoring budgets. Ensure that the ordering, processing and payment of Invoices, is carried out in accordance with the Council's Financial Regulations and Standing Orders.			
		Physical			
		Vehicle, tools and equipment. Large amounts of data in street-works, environmental and associated databases			
		Clients			
		Public and private sector organisations including utility companies, members of the public, elected members and other council departments. Attendance at Court where applicable.			
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Organise, plan and carry out statutory highways inspections in accordance with specified frequencies. Process inspection results to produce works tickets for highways works gangs. Responsibility for entire process through to works completion, quality inspection and monitoring using Mayrise system. 2. Comply with all Health and Safety Legislation, CDM Regulations, Method Statements, Risk Assessments. COSHH assessments and Safe Operating Procedures i.e. ensure appropriate use of PPE such as ear and eye protectors, high visibility clothing, etc. 3. Maintain and update highways inspection routes as and when necessary on Mayrise Highways system. Inspections carried out using PDA's, works order processing using main system. 4. Direct and lead the activities of a dedicated local response gang, providing clear guidance to staff, delegating work appropriately and motivating staff to achieve set objectives and standards. 5. Effectively plan and organise the provision of plant and materials to depot and sites. 6. Monitor the performance of dedicated local response gang and report service delivery issues to Area Delivery Manager. 7. Supervision of sub-contractor works, monitoring performance and recording site instructions. 8. Carry out place of work assessments, undertake dynamic risk assessments and make sure all requirements are in place prior to commencement of any works. 9. Working knowledge of highway law and procedures 10. Investigate third party public liability insurance claims, assist Insurance Section in formulating a defence, represent Council in Court to defend claims. 11. Assist with the planning and supervision of winter services operations 12. Co-ordination and enforcement of the Cleaner Neighbourhoods and Environmental Protection Act, identifying all incidents of Environmental related crime and ensuring fair, high quality service, orientated towards customers, in line with the Council's corporate aims and objectives. 13. Represent the interests of Highways and Neighbourhood Services for the County Council at public meetings, district or parish council meetings, public meetings etc as required 14. Identifying and recording defects, issuing formal defect notices, compliance enforcement, issue of penalties for non-compliance 					

15. To ensure that the levels of enforcement carried out, are to a high standard and that quality and Customer Care are paramount and in line with P.A.C.E. Regulations. Also to fully develop, implement and enforce any existing or new National or Regional Legislation or Policies.
16. To ensure that individual, team unit, corporate performance targets and local performance indicators are met
17. To carry out visual safety inspections of the public highway and other council maintained open spaces, in accordance with the Council's policy for Highway and Neighbourhood Services maintenance and to order repairs to all actionable defects identified.
18. Investigate complaints and enquiries associated with highway and environmental issues and to ensure their successful resolution, including being responsible for all forms of communication with internal and external bodies and customers.
19. The enforcement of the Highways Act 1980, New Roads and Street Works Act 1991, Traffic Management Act 2004, Environmental Protection Act 1990 and other associated legislation.
20. Day to day use of IT systems inc. specialist software for Streetworks Management. PDA use for all inspections, raising of defects, compliance notices etc. and Windows Office suite for writing correspondence and use of spreadsheets for PU performance and financial monitoring. Also undertake Research and prepare presentations as necessary.
21. To liaise with elected members, parish councils, resident groups, general public and other customers by telephone, correspondence and in person in accordance with the Council's policy for customer care.
22. Provide general assistance to the Senior Team Leaders and Area Management.
23. To comply with the Council's Comprehensive Equality Policy and to ensure its operation within the context of the post, to include either or both service delivery or employees issues.
24. Promote and maintain procedures and safe systems of working to comply with health and safety and employment legislation, including the CDM regulations
25. Contribute to the development and maintenance of Place Group quality, environmental and health and safety systems. Embrace the concept of customer care and IIP in all activities

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

<p>Transport requirements:</p> <p>Working patterns:</p> <p>Working conditions:</p>	<p>Travel to operational sites on a daily basis throughout the county with occasional visits to area offices and training premises further a- field, van and operational equipment supplied</p> <p>Normal office hours</p> <p>Site visits at all times of the year in all weather conditions. Lone working on highway or further a-field most of the time, need concentration and awareness to ensure own and others safety when working on the highway</p>
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Northumberland County Council
PERSON SPECIFICATION

Post Title: Highways Inspector	Director/Service/Sector: Local Services, Highways & Neighbourhood Services	Ref: 2872
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Educated to GCSE level demonstrating numeracy and literacy BTEC or ONC in Civil Engineering or equivalent or Certificate in Management Studies or similar Knowledge of MMHW, Operational Billing, Conditions of Contract Commercially aware with a good understanding of profitable highways maintenance. NVQ level 3 or equivalent in relevant subject</p>	<p>Registered highways inspector status under IHE competency scheme. HTEC or HNC in Civil Engineering NVQ level 4 qualification in a relevant subject Qualification in Health and safety site and construction management Previous experience in a related area of work. Relevant LGV/HGV licence.</p>	
Experience		
<p>Considerable experience in the supervision of individuals and teams and their performance. Previous contracting experience in Highway construction, maintenance and winter services. Measurement of works and maintenance of records including site diary Take off and ordering of materials, plant and transport Understanding and considerable Knowledge of Health and Safety legislation and requirements relating to a highways construction and maintenance environment Understanding and considerable knowledge of European Working Time and Driving Regulations</p>		
Skills and competencies		
<p>Ability to understand and comply with complex detailed spoken and written instructions, plans drawings and schedules Ability to measure and calculate work requirements and keep accurate work records Strength dexterity and co-ordination to use hand or power tools of larger pieces of equipment Specialist skills associated with the operation and maintenance of hand and power tools. Ability to drive a variety of work related general purpose vehicles up to 7.5 Tonnes. Ability to work to line and levels and set out work from descriptions or plans. Able to keep basic work records. Able to plan, organise and prioritise resources and staff, including own time. Manages confidently and effectively in stressful situations.</p>	<p>Ability to use Information Technology systems Ability to drive a work related vehicle over 7.5 Tonnes Ability to operate Winter Services vehicle and associate plant</p>	
Physical, mental and emotional demands		

<p>Many activities undertaken from a seated position but with some periods of considerable physical effort. Lengthy periods of concentrated attention and considerable pressure from deadlines and competing priorities. Limited contact with, or work for, others leading to few emotional. Ability to work outdoors in all weather conditions</p>		
Motivation		
<p>Demonstrates an interest in and understanding of others. Committed to the ethics of public service, quality and customer service. Adapts to change by adopting a flexible and cooperative attitude. Supportive and proactively manages team spirit. Demonstrates honesty, integrity and upholds values and principles. Understands and promotes diversity and equality in all aspects of work.</p>		
Other		
<p>Able to meet the transport requirements of the post.</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits