

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Highways Inspector
<u>PAY BAND :</u>	Band 8
<u>JOB EVALUATION NO.</u>	A536
<u>REPORTING RELATIONSHIP</u>	The post holder will report to the Surveying and Streetworks Manager
<u>JOB PURPOSE :</u>	To carry out Highway inspections and identify areas requiring works, deal with utility companies and members of the public in Highway related matters.
<u>POST NO.</u>	POS000806
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. Assist in the effective operation of the Council's highway maintenance service including the operation of the Streetworks/Permits legislation
2. Plan and carry out regular safety inspections of the highway including ironwork, street furniture, road markings, reinstatements, obstructions to the highway etc.
3. Maintain records of such inspections and record on hand held computer system and identify and quantify type and size of repair in the appropriate materials.
4. Carry out inspections and administrative procedures in accordance with the New Roads and Streetworks Act, including carrying out core testing as required and collecting evidence for non-compliance and over-running work.
5. Investigate third party accident claims relating to alleged defects in the highway. Arrange/ attend site meetings, take photographs, help compile evidential reports and witness statements and appear in court as an expert witness as appropriate.
6. Carry out an enforcement role in respect of identifying, investigating and following up matters such as unlawful crossings of the highway, overhanging trees/vegetation, items placed on the Highway etc.
7. Attend meetings with utility companies and other works promoters to discuss co-ordination and other matters relating to the proposed works.
8. Monitor the works of utility companies and any other companies or individuals working in the Highway for safety, quality and coordination.
9. Respond/investigate complaints/Queries from members and the general public on Highway related matters.

10. Liaise with officers across the authority to achieve an integrated delivery of services.
11. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
13. Carry out your role in line with the Council's Equality agenda.
14. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: September 2019

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PERSON SPECIFICATION

HIGHWAYS INSPECTOR

POST NO. POS000806

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	NRSWA Supervisory Qualification (City and Guilds 6156 NRSWA) or willing to work towards qualification and obtain within 6 months.	E	
2	IHE Highway Inspectors training course or willing to work towards qualification and obtain within 6 months	E	
3	LANTRA sector 12d traffic signals		D
4	Construction Skills Certification Scheme (CSCS)		D
	Experience & Knowledge		
5	Approximately 3 years' experience in the construction industry including knowledge/understanding of Highway Maintenance Techniques including reinstatement of both modular and asphalt materials.	E	
6	Knowledge/understanding of statutory systems and legislation and key issues related to the new Traffic Management Act.	E	
7	Experience in dealing with queries and requests for information on a daily basis in person, by telephone, in writing or electronic means.	E	
8	Knowledge/understanding of Highway drainage systems.	E	
9	Previous experience as a Highways Inspector and/or appropriate Civil Engineering trade background.		D
10	Experience of contract supervision and site management.		D
11	Experience of liaison with both internal and external organisations.		D
12	Previous experience dealing with utility companies in Street Works related matters.		D
13	Experience/understanding of a Streetworks noticing or permit scheme		D
14	Knowledge and experience of Health and Safety working on the Highway including chapter 8 purple book	E	
	Skills		
15	Ability to establish priorities and achieve deadlines.	E	
16	Ability to organise and prioritise own work with minimum supervision.	E	
17	Ability to communicate both orally and in writing to a wide range of audiences.	E	
18	Ability to apply accurate literacy and numeracy skills	E	
19	Ability to read, understand and interpret drawings and plans.	E	
20	Ability to work successfully as part of a team	E	
21	IT literate, capable of using MS Word / Excel and office packages	E	
	Personal Attributes		
22	Self-motivated and not easily discouraged.	E	
23	Political sensitivity and awareness.	E	
24	Reliable, with a flexible approach to work.	E	
	Special Requirements		
25	The ability to communicate at ease with customers and provide	E	

	advice in accurate spoken English		
26	Hold a current driving license to carry out the requirements of the post	E	
27	Able to carry out the physical requirements of the role	E	