**JOB DESCRIPTION**

**REGENERATION AND NEIGHBOURHOODS DEPARTMENT**

**JOB TITLE:** HIGHWAY INSPECTOR

**DIVISION:** TRANSPORT & INFRASTRUCTURE

**GRADE:** BAND 8

**RESPONSIBLE TO:** ASSET MANAGEMENT ENGINEER

**POST REFERENCE:**  103282

**Purpose of Post**

To provide a highway inspection service that ensures compliance with statutory obligations and delivers the highest possible standard of care to highway users.

**Main Duties and Responsibilities**

1. Undertaking detailed zonal inspections, evaluations and assessments of highways, footways and other Council assets in accordance with the section’s inspection regime.

2. Undertaking driven safety inspections and taking any appropriate action.

3. To issue the appropriate Licences to internal and external bodies requiring to excavate in or work on the highway and to maintain a Register of the Licences.

4. Dealing with telephone and personal enquiries and complaints from members of the public, particularly as regulated by the Highways Act 1980 and other highway legislation.

5. Acting as Council enforcement officer.

6 Attending any appropriate Court or Inquiry as witness for the Council.

7 Inspecting, evaluating, and assessing highways to ensure the safety and compliance with specification of highway reinstatements in accordance with the Council’s duty of care and the requirements of the New Roads and Street Works Act 1991.

8 Provide information to enable the recovery of all appropriate fees due from the Statutory Undertakers.

9. Any other duties of a related nature which might reasonably be allocated and required by the Asset Management Engineer.

**Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**