

Northumberland County Council
JOB DESCRIPTION

Post Title:	Street Works Inspector	Director/Service/Sector		Office Use 10 May 2010
Band:	6	Workplace:		JE ref: 1066 HRMS ref:
Responsible to:	Network Co-ordinator	Date: May 2010	Manager Level:	
Job Purpose: Responsible for the day to day inspection and monitoring of Statutory Undertakers and Private Contractors in accordance with the provisions of the N.R.S.W.A. 1991. Enforcement of highways, environmental and associated legislation.				
Resources		Staff	Not applicable	
		Finance	Generating income by ensuring utility reinstatements are not defective. Income £50k per annum	
		Physical	Responsible for expensive equipment including vans and coring rigs. Support the collection, maintenance and interrogation of large amounts of data in streetworks databases	
		Clients	Public and private sector organisations including utility companies, members of the public, elected members and other council departments	
Duties and key result areas:				
1. To be responsible for monitoring the performance of Statutory Undertakers, Private Contractors and Council road workers in accordance with the N.R.S.W.A. 1991 (New Roads & Street Works Act 1991) and deliver the Statutory inspection process required under the Traffic management Act and N.R.S.W.A 2. To carry out visual safety inspections of the public highway in accordance with the Council's policy for Highway Maintenance and to order repairs to actionable defects identified. 3. 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. 4. To co-ordinate the works of Statutory Undertakers, Licence Holders, Private and Local Authority Contractors and other activities on the public highway including skips and scaffolding. 5. To attend meetings prior to commencement of work on the highway to confirm and report on the current condition of the highway, to agree Traffic Management requirements and to specify or approve appropriate working methods in the highway. 6. 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. 7. 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. 8. Maximise the identification of defective reinstatements and associated issue of formal defect notices, to achieve target income generation for Streetworks Management Team (team part funded by income from this source). 9. 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. 10. Provide general assistance to the Network Co-ordinator. 11. 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. 12. Identifying and recording defects, issuing formal defect notices, compliance enforcement, issue of penalties for non-compliance. 13. Develop coring programme for designated area, carrying out coring works on the highway using specialist equipment and appropriate traffic management arrangements 14. Responsible for authorising the location of skips, scaffolds, builder's deposits, hoardings etc before licenses can be granted under the Highways Act, including site meetings with contractors, property owners and members of the public. 15. Day to day driving and security of non HGV vehicles such as light pickups and vans 16. Responsible for posting and maintaining Orders and Notices in relation to Temporary Traffic Regulations introduced under Section 14 of the Road Traffic Regulation Act 1984 as amended by the Road Traffic (Temporary Restrictions) Act 1991				

17. Represent the interests of Highways and Transportation for the County Council at public meetings, district or parish council meetings, public meetings etc as required
18. Promote and maintain procedures and safe systems of working to comply with health and safety and employment legislation, including the CDM regulations
19. 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

Transport requirements:	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
Working patterns:	Normal office hours
Working conditions:	Site visits at all times of the year in all weather conditions. Lone working on highway most of the time, need concentration and awareness to ensure own and others safety when working on the highway

PERSON SPECIFICATION

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Essential		Desirable		Assess by
Knowledge and Qualifications				
• Prescribed qualifications under Sections 67 and 126 of the NRSWA 1991 (e.g. City and Guilds Certificate in Streetworks Excavation and Reinstatement, Monitoring of Qualifications of Supervisors and Operatives) • Good level of general education in a technical subject to HNC, NVQ Level 3 or equivalent, or extensive knowledge of the technical issues related to street works inspections. • Knowledge of H&S requirements when working on the highway and when operating equipment • Must possess current driving licence		• City and Guilds Supplementary Certificate in Trench and Street Inspection • Knowledge of good management practice and a knowledge of ISO 9001, ISO 14001 and OHSAS 18000 • Conflict Resolution Training		
Experience				
• Experience of street works inspections, highway network management and or maintenance • Recent experience of dealing with enquiries from the public and clients, sometimes of a contentious nature • Experience of dealing with both internal and external agencies • Knowledge of relevant codes of practice and standards including NRSWA codes of practice and technical specifications and the Highways Act • Experience of working with Microsoft Office IT solutions • Experience of working with specialist streetworks IT solutions including databases and hand held data recording equipment		• Effective working with members, senior officers and support staff • Understanding the issues relating to forward works programmes		
Skills and competencies				
• Excellent communication skills to deal with a wide range of customers sometimes under conflict situations • Effective IT skills and ability to understand the use of ITC to achieve work objectives. • Objective and rational approach to problem solving with an ability to make reasonable and balanced decision whilst on site and at meetings • Good interpersonal skills with the ability to lead working groups • Self motivated, adaptable and resourceful • Effective planning and organisational skills with an ability to work with minimal supervision • Suitable dexterity to operate equipment for data recording and coring		• The ability to prepare clear and objective reports		
Physical, mental and emotional demands				

• Long periods of driving throughout the County in all weathers whilst identifying defects requires enhanced periods of sensory attention • Personality, conduct and credibility to engage and command confidence in managers, staff, public and private service users • Ability to work in unpleasant outdoor environments on a regular basis • Ability to remain calm when dealing with contentious subjects with callers and face to face contact • Ability to work under pressure on occasion • Concentration and awareness and ability to ensure own and others safety when working alone or with others on the highway • Ability to deal with the stress of working on high speed roads		
Motivation		
Dependable, reliable and a good timekeeper. Demonstrates and encourages high standards of honesty, integrity, openness and respect for others. Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated Able to work with only general direct supervision.		
Other		
• Must hold a full British or EC driving licence		

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