

 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Care for Your Area
JOB TITLE: Asset Inspector (Highways)	
GRADE: H	
REPORTING TO: Asset Manager	
1	JOB SUMMARY AND MAIN RESPONSIBILITIES AND REQUIREMENTS
	. To carry out any inspections as specified in: - the Highway Maintenance Plan and the Highway Maintenance Code of Good Practice (including Safety Inspections from a vehicle and Detailed Inspections on foot). - the Highways Act and Local Government (Miscellaneous Provisions) Act. as determined by the Service Manager
a)	To inspect Public Utility Street Works as specified under the New Roads and Street Works Act, such work to include Sample and Defect Inspections of excavations and reinstatements, as detailed in the Code of Practice for Inspections
b)	To instigate, measure, identify and reinstate (where possible) urgent and/or emergency works of both a temporary and permanent nature together with any required supervision of such works and post-completion inspection.
c)	To instigate, record and follow up actions and observations relating to other Care For Your Area Services
d)	To undertake the contract administration, including supervision and quality control, in respect of scheduled and unscheduled maintenance work, as directed.
e)	To undertake highway inspections in response to Service Requests from the public, Councillors, etc, meeting to discuss such matters as necessary, including the investigation of accident claims, production of the subsequent technical reports and provision of any additional information which may be required in connection with insurance claims, including giving testimony in Court if this proves necessary.
f)	To identify sites for inclusion in maintenance submissions.
g)	To be aware of and adhere to all council financial, legal and administrative policies and procedures.
h)	To assist in the training and development of staff and to undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
3.	GENERAL
Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.	

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton-On-Tees Borough Council.

Policies and Procedures - The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

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PERSON SPECIFICATION

Job Title	Asset Inspector	Grade	H
Directorate	Community Services	Service Area	Care for Your Area
Post Ref	005953	Reporting To:	Asset Manager

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	The post holder will be expected to be qualified or willing to study towards IHE accredited Highways Inspectors qualification	The post holder will be expected to be qualified or studying towards the New Roads and Street Works Act. (Street Works: Excavation in Road/Highway)	Application
Experience		- Experience of working in a customer focused service - Experience of carrying out and identifying excavations and reinstatements in the Public Highway.	Application/interview

Skills	• Full driving licence	• Ability to work on own initiative as well as part of a team • Ability to work accurately and meet deadlines • Good communication skills • Good customer skills • PC literate	Application/interview
Specific behaviours relevant to the post	• Demonstrate the Councils Behaviours which underpin the Culture Statement	• Knowledge of Health & Safety, Safety at Work legislation. • Knowledge of the New Roads and Street Works Act • Knowledge of the Highways Act 1980 • Ability to prioritise work and to meet specific timescales. • Knowledge of relevant quality standards • Knowledge of relevant National codes of practice	Application/interview

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services, Environment and Culture	SERVICE AREA: Care For Your Area, Asset Management
JOB TITLE: Asset (Highways) Inspector	
GRADE: H	
JOB LOCATION / BUILDING: Cowpen Depot, Billingham	
REPORTING TO: Asset Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		No
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		No
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		No

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		No
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		No

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		No
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		No
Working at Heights - Safety Critical: Employee will be required to work at a height .		No
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		No

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.	Yes	
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		No
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		No
Lone Working (including Home Working): Employee will be required to work alone.	Yes	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	Yes	
Any Other: Please identify any other known risks associated with this job role. Working (Inspecting) on the Public Highway	Yes	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:


Date: 9th February 2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk