

Job Profile

Streetworks Inspector

Grade: 6

Date created: September 2020

About the Job :

To assist in the maintenance and management of Streetworks Inspections.

To work as part of a team with responsibility for Streetworks

To advise at site meetings about how works should progress and advise on traffic management issues both pre works and whilst in progress with the aim of minimising disruption

This is what we need you to do...

- To carry out inspections, compliant with current legislation, on foot or by vehicle of Streetworks, including carriageways, footways and verges, road markings and signs etc.
- To ensure parity between Streetworks promoters, consultants and contractors carrying out works for road purposes
- To record inspections and to determine remedial measures required, or serve defect notices as required.
- To maintain records of inspections completed and remedial works carried out.
- To prepare and issue instructions and defect notices to utility companies.
- Identify and substantiate charges for overstaying on the highway.
- To ensure that public enquiries and reports are dealt with efficiently and effectively.
- As part of the Inspection Process to report on and monitor the activities of service Companies and others as their work affects the highway.
- To monitor any activities within the public highway for compliance with current Streetworks legislation and County policy and ensure that legislation such as the Traffic Management Act 2004 is adhered to.
- Advise the Streetworks team on promoter performance and guide other members of the team with regard to non compliance
- Advise the Streetworks Team members of potential fixed penalty notices and general non compliance with the

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- To be aware of and to comply with all Health and Safety requirements for both personal safety and that of other road users.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this post.
- The post holder to adhere to all health and safety instructions and to take all reasonable care not to do anything that might endanger themselves or others and to report to their line manager any dangerous situations in the workplace or any shortcomings in health and safety arrangements.
- The post holder must adhere to the Council's published guidelines relating to confidential information as covered by current GDPR legislation. In particular, information must not be disclosed to unauthorised people or organisations.

legislation.

- Attend meetings with promoters to discuss non compliance or pre works visits to assist with controlled measures to prevent congestion.
- To operate computer-based software such as Insight, Street Manager, Outlook, Word etc,

Special Conditions

- You must hold a full, current driving licence valid for driving in the UK.

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Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

Experience dealing with Streetworks, Inspections and co-ordination matters.

Experience in the use of computer hardware and software, the ability to deal with contractors, Councillors and members of the public, strong administration skills, the ability to make decisions that will affect Streetworks Team, knowledge of Streetworks systems (Street Manager, Insight), detailed understanding of how utility companies operate.

Several years experience dealing with promoters of works, experience of utility companies and highways works promoters is an advantage.

Knowledge, Skills and Understanding

Good computing skills. Ability to follow procedures and keep records for the legal purposes.

- Good report writing skills are required to prepare performance reports and to keep accurate records. Good communication skills for dealing with an extensive list of external and internal contacts, able to work alone.

Behavioural attributes

Team focused with the ability to work with minimal supervision within a team, using own initiative.

Customer focus is essential

Education & Qualifications

Essential:

Good Level of general education,

Basic knowledge of the Traffic Management Act 2004 and the New Roads and Streetworks Act 1991

Knowledge of Highway Maintenance, how utility companies operate, Chapter 8 Signing, Lighting and Guarding, reinstatement standards, experience of working on site on the public highway

Desirable

- Academic and professional qualifications, such as, HNC or equivalent
- NRSWA accreditation would be preferable.

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