

## **Job Description**

Job Title – Street Works Inspector

Grade - SO1

### **Overall purpose of the job**

Carry out inspections of Street Works and other Highway Works as required to ensure compliance with NRSWA, TMA and the Cambridgeshire Permit Scheme and other associated specifications, codes of practice, legislation and regulations.

	Main Accountabilities	
1.	<b>Routine Inspections</b> Undertake pre-works site meetings with Statutory Undertakers, third parties and stakeholders, agree conditions and compile site meeting reports.  Undertake sample, third party and routine inspections, take photographs, prepare site inspection reports, verbally notify and serve defect notices as appropriate.  Arrange and attend Joint Site Meetings with Statutory Undertakers and their contractors / partners to discuss defects.  Carry out S74 site inspections take photographs and compile information packs to enable S74 charges to be raised.  Carry out S81 site inspections take photographs and compile information packs to enable S81 re-charges to be raised.	30%
2.	<b>Compliance Inspections</b> Carry out Permit Compliance Inspections take photographs and compile information packs to enable Fixed Penalty Notices to be raised as appropriate.  To issue Fixed Penalty Notices for breaches of permits conditions and contraventions of regulations.	30%
3.	<b>Reporting</b> Provide daily advice and support to the Senior Street Works Inspector, Street Works and Permit Coordinators and Managers.  Feedback to Street Works Officers, Permit Officers and Fees and FPN Officer as appropriate.  Record Permit Inspections	10%
4.	<b>Enforcement</b>	10%

	<p>Provide witness statements as and when required in the prosecution of statutory undertakers found to be in breach of NRSWA, TMA and Cambridgeshire Permit Scheme and other associated specifications, codes of practice, legislation and regulations.</p> <p>Hold defect joint site visits with statutory undertakers and/or their appointed representatives.</p>	
5.	<p><b>Communication</b>  Liaise with the Emergency Services, Cambridgeshire Highways, Statutory Undertakers and Developers with regard to Street Works, Road Works, S278, S50 and traffic management related issues.</p> <p>Compile and distribute Member's Briefing Notes</p> <p>Deal with correspondence and third party complaints as required</p>	10%
6.	<p><b>Data management</b>  Collect and maintain records, manage data and performance information, accurate data entry in to the back office IT systems.</p>	10%

### **Person Specification**

#### **Qualifications, Knowledge, Skills and Experience**

Minimum level of qualifications required for this job

<b><u>Qualifications Required</u></b>	<b><u>Subject</u></b>	<b><u>Essential / Desirable</u></b>
NRSWA Supervisors Accreditation		Essential
A degree in a related subject or HND or HNC in Civil Engineering or equivalent relevant experience		Essential

Minimum levels of knowledge, skills and experience required for this job

<b><u>Identify</u></b>	<b><u>Describe</u></b>	<b><u>Essential / Desirable</u></b>
<b><u>Knowledge</u></b>		
Knowledge of the New Roads and Street Works Act 1991, Traffic Management Act 2004 and associated Codes of Practice / Regulations	A thorough working knowledge, gained through experience	Essential

Knowledge of the Cambridgeshire Permit Scheme for Road Works and Streetworks		
<p>Working knowledge of</p> <p>The Code of Practice for Co-ordination of Street Works and Works for Road Purposes and related matters.</p> <p>The Specification for the Reinstatement of Openings in Highways.</p> <p>Code of practice for Inspections</p> <p>Safety at Street Works and Road works' – A Code of Practice.</p> <p>Chapter 8 Traffic Signs Manual.</p>	A thorough working knowledge gained through experience	Essential
<b>Skills</b>		
Use of Insight / Symology systems, or relevant equivalent.	Ability to use specialist back office management software	Essential
<p>Manage competing priorities and deadlines.</p> <p>Good interpersonal and written communication skills.</p> <p>Good organisational and record keeping skills.</p> <p>Strong negotiation skills</p> <p>Ability to work as part of team and contribute and assist other officers in their duties.</p> <p>Able to accept without hesitation responsibility for the consequences of own actions when making decisions relating to the wider highway network.</p>	Able to prepare photographic and written evidence of infringements to a high standard to enable successful prosecution.	Essential
Flexible and able to cope with change.	Dealing with difficult people and situations where there are differences of opinions.	Essential

<p>Demonstrate calm and focus under pressurised and difficult situations and the ability to deal with conflict.</p> <p>Personable and able to build rapport with internal and external stakeholders.</p> <p>Ability to manage own time and deliver what is required in an efficient manner.</p> <p>Ability to travel around the county to remote sites and locations.</p>	<p>Giving instruction to utility companies and contractors for example to immediately remove works from a highway.</p> <p>Serving notices on utility companies and their contractors.</p>	
<b>Experience</b>		
<p>Experience of using computerised mapping systems.</p> <p>Experience in using a computerised street works database system to analyse/input street works inspections and other essential information.</p> <p>Experience in using other commonly used computer applications such as Microsoft Outlook, Word, Excel and the Internet.</p>		Essential
<p>Working outdoors in all weathers</p> <p>Lone working</p>		Essential

### **Disclosure Level**

What disclosure level is required for this post?	<b><u>None</u></b>	Standard
	Enhanced	Enhanced with barred list checks

### **Work Type**

What work type does this role fit into?	Fixed	Flexible	<b><u>Field</u></b>	Home
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**Evaluated February 2016**