

Job Description JOB DESCRIPTION	
Job Title:	Highways Inspector
Directorate:	Place & Sustainability
Service:	Highways Maintenance
Reports to:	Asset Data Team Manager
Grade:	Scale 4-5
Hours:	37
POSCODE	CCC0634

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

To undertake general and other inspections of the infrastructure network (e.g. highways, bridges, rights of way, etc) in accordance with current Codes of Practice and County Council policies.

To establish good customer relationships with elected members of the Parishes, District and County Council, members of the public, Police and highway service provider.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

PRINCIPAL ACCOUNTABILITIES	
1	Inspection and Assessment – 85% To undertake and record inspections and assessments of the local infrastructure network (e.g. highways, bridges, rights of way, etc), to an agreed inspection frequency, to ensure that agreed maintenance policies are adhered to. To maintain a methodical approach to dealing with and keeping inspection records. To report to staff any defects, urgent and routine repairs required and to ensure any other defects are brought to the attention of the appropriate team. To order works as necessary through the highway service provider contract.
2	Other duties – 15% To investigate accident claims and complete, with appropriate documentation, all particulars for the County Council's insurance team and appear in court as required.

PRINCIPAL ACCOUNTABILITIES

	Be prepared to undertake other highway related works as may be required, from time to time, by the service.
	Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.

Person Specification**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Formal qualifications are not essential		Essential
Certificated Health and Safety training		Desirable
Appropriate CSCS Certificate		Desirable
Inspectors will be encouraged to achieve an appropriate level NVQ		Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge and Experience		
	Able to demonstrate working in highway maintenance and construction, or related areas	Essential
	Good communication and interpersonal skills including the ability to respond clearly and courteously, even in difficult situations	Essential
	Methodical approach to dealing with enquiries and keeping records, including the use of IT systems to record such inspections	Essential
	To be able to write letters / instructions so as to respond to enquiries in a professional manner	Essential
	To be able to make quick decisions to react to urgent and emergency situations	Essential
	Be able to complete insurance claims and supply documents relating to specific incidents/sites	Essential
	Good IT skills	Essential
	Knowledge of relevant highways and traffic management legislation, e.g. Chapter 8 of the Traffic Signs Manual	Desirable
	Able to give knowledgeable advice to the County Council's Insurance team about claims etc.	Desirable
	Have the ability to visit offices and sites, when necessary, where public transport is limited.	Essential
	Have the ability to visit and inspect sites which may have difficult access.	Essential

Disclosure level

What disclosure level is required for this post?	None	

Work type

What work type does this role fit into?		Flexible		
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