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| Post title | Clerk of Works / Road Works Support Inspector / RCC Inspector |
| Division / Section | Place Management – Network Management and Enforcement/ Roads and Transport Infrastructure |
| Department | Place |
| Responsible To | Senior Engineer / Senior Transport Team Leader |
| Number of post holders | 19 |
| Acting up/ Secondment | N/A |

Purpose of Job

To ensure that all road, lighting drainage, bridge and structural works and related activities undertaken by utility companies, developers, contractors and direct works squads are completed to the specification determined and agreed by the Council. In particular to ensure that:-

All works can demonstrate effective value for money and meet the requirements of the Council and its major stakeholders – residents, businesses, those who travel in and visit Edinburgh;

Public safety and that safe access and passage is maintained for all road users, especially vulnerable groups such as disabled, elderly and children; and

All activities comply with the Health and Safety at Works Act and the Code of Practice for Safety at Street Works and Road Works.

The post holder will be operate in one or more of the following operational services:

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| Road Works Support | NRSWA based in Road Occupations | (10 posts) |
| RCC Inspector | Street Lighting & Traffic Signage | (1 post) |
| | Transport Contracts and Design | (2 posts) |
| Clerk of Works | Transport Contracts and Design | (5 posts) |
| | Structures and Flooding | (1 post) |

Note: areas of responsibility may change and there is a significant likelihood that a post holder will be asked to take on responsibility (at least temporarily – and on an ongoing basis) for more than one of the above functions:

MAJOR TASKS/JOB ACTIVITIES

Supervise and inspect all works and activities on the public road network undertaken by utility companies, developers, contractors and direct works squads.

Liaise with representatives of Utility companies, developers and contractors (in-house and external) to ensure that works are undertaken safely and expeditiously minimising any delay and disruption to the travelling public.

Maintain comprehensive records of all inspections and communications to ensure that the Council's position and interests are safeguarded at all times. Record details of all agreed variations to specified work. Where necessary and appropriate, issue formal instructions to those undertaking works to ensure compliance with national and Council standards.

Supervision and Management of People (Numbers and type of staff)

Supervision on average of between 10 and 20 contractor's staff.

Creativity and Innovation

The post holder will interpret designs and design objectives on site and solve local queries and problems by issuing instructions and / or issuing variation orders.

Contacts and Relationships

The post holder will be required to maintain an excellent standard of communication with a wide variety of internal and external stakeholders on a daily basis. The post holder is expected to defuse volatile and confrontational situations in a diplomatic manner and in a way that ensures that the Council's good reputation is maintained.

Decisions (Discretion)

The post holder will make technical and design judgements affecting the road network providing technical advice / recommendations to other parties. The post holder will be responsible for the application of Council policy in relation to the maintenance of roads, street lighting, flood protection measures, drainage and structures infrastructure including the identification and implementations of appropriate actions in response to emergency situations.

The post holder will commission maintenance work, utilising the Confirm (or any other) asset management system to be carried out within the financial and prioritisation guidelines and parameters pertaining.

The post holder will ensure that Road Works carried out by third parties such as Utility Companies and Developers will conform fully to legislation; national codes of Practice; are properly registered Scottish Road Works Commissioner's System (currently Symology); and comply with all registration priorities and requirements.

Decisions (Consequences)

Decisions will have an operational impact across localities and the city as a whole for services which have a high public profile and visibility.

Resources

The post holder will also be responsible for assisting in the effective and efficient delivery of significant capital and revenue-funded projects (typically between £10k - £10 million).

Roadworks Support Inspectors will be responsible for ensuring that the Council achieves its appropriate income target (estimated at in excess of £0.5 million per annum across the City) in respect of the inspection regime.

RCC Inspectors will be responsible for ensuring the effective construction of infrastructure, typically valued at £10 million per annum, which will subsequently be adopted by the Council.

Environment – Work Demands

The post holder is predominantly subjected to lone working and often in live traffic where constant awareness of personal safety is paramount. The post holder is therefore required to remain vigilant at all times. The post holder will be required to manage risks when working in various conditions within the road network, including high speed roads, during periods of flooding and working adjacent to watercourses/alongside fast flowing water. The post holder will be available to manage and deliver essential services outside of normal working hours to respond to weather and other emergencies.

Environment – Physical

The post may be exposed to some physical demands, spending around 90% of their time on site delivering an operational service. For the remainder of the time the post holder will operate within the range of normal office based activities.

Environment – Working conditions

The post holder will be out of the office and on-site for around 90% of the time with the remainder being within the range of normal office based activities. When on site, the post holder may be exposed to dirt, noise, a range of weather conditions and, potentially, working in live-traffic situations.

Environment – Work Context

Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Knowledge and Skills

The post holder will require to hold a National Certificate or Diploma in Civil Engineering/Transport or Building or a certificate to demonstrate a qualification in an appropriate trade or be able to demonstrate a significant level of relevant experience to the extent that they can deliver a range of operational services and projects.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if

you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

See attached - specific to area of operation.