

Post title	Inspector
Division / Section	Place Management
Department	Place
Responsible To	Senior Engineer /Senior Transport Team Leader
Number of post holders	17
Acting up/ Secondment	No

Purpose of Job

To assess the condition inspections of roads and footways throughout the city including using the nationally adopted system for assessing pavement management condition (UKPMS). Record the data obtained manually or onto a suitable data capture unit and download the information into computer databases.

To represent the Council on local roads, footway and other infrastructure issues engaging and communicate with the public on issues involving the condition of the road network.

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

Road Operations	(5 posts)
Street Lighting & Traffic Signage	(2 posts)
TAMP	(5 posts)
Parking Operations & Development	(2 posts)
Citywide Road Co-ordination	(3 posts)

Note: areas of responsibility may change and there is a significant likelihood that an Inspector 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

Report to management any issues requiring attention following feedback from the public or the results of inspections. Take ownership of the agreed solutions to local area and customer problems and ensure, through follow up, that appropriate works or measures are delivered on the ground and are carried out in an efficient and effective manner. Liaise at operational level with other Council departments involved in streetscape activities, e.g. local task forces, to ensure a mutually supporting joined up service to the public.

Commission repairs, via the Confirm system, requiring an emergency or urgent response in line with agreed management priorities and protocols.

Undertake post inspections of work recently completed to assess the quality and potential longevity of maintenance interventions.

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 is required to:

Understand defects and problems on site, identifying and developing solutions to remedy a range of maintenance problems;

Provide technical advice on road construction and maintenance issues and propose engineering solutions to senior managers as appropriate; and

Plan and programme work, rescheduling as necessary to accommodate priority and emergency work.

The post holder is responsible for the preparation of reports on accidents, incidents and asset management.

Contacts and Relationships

The post holder will be required to maintain an excellent standard of communication, both written and verbal, 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 engineering 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 and street lighting infrastructure including the identification and implementations of appropriate actions in response to emergency situations.

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

The post holder will carry out qualitative assessments of the standard of works carried out.

Decisions (Consequences)

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

Resources

The post holder is responsible for the supervision of specific contracts of work as directed by management.

It is expected that resources will be from both internal and external contracts involving roads maintenance, dealing with adverse weather and environmental projects

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, 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.

