

Highway Inspector (PN: 8347) – Range 4

See Job Profile for full duties.

Main duties include:

Working as a front-line officer across Medway, you will be the first point of contact for members of the public when responding to enquiries regarding highway defects. As such a high level of public engagement is required for this post.

As a Highway Inspector you will be responsible for taking positive action regarding infringements on the highway and carrying out inspections of Medway's highway network and highway assets; recording defects and raising minor works orders for their repair. You will supervise repairs undertaken by the Highways Term Maintenance Contractor, as well as carry out quality assurance checks on those repairs

Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Required for this level	In addition to level 4A	In addition to levels 4A and 4B
Qualifications 4 GCSEs Grade 4 or above (including Maths and English) or equivalent - Level 3 qualifications e.g. A Levels or equivalent in relevant subjects, HNC engineering qualification, Highway Safety Inspections - Full UK Driving Licence	Qualifications - Relevant AutoCAD and GIS qualification (Level 3) Training: - Successful completion of relevant skills-based course, e.g. NRASWA, LANTRA - Formal training in a highways environment e.g. City & Guilds Streetworks excavation	Qualifications - Relevant Level 4 qualification in an engineering discipline, e.g. HNC or equivalent - Membership of professional body - Ongoing Continuing Professional Development
Knowledge - Awareness of highway legislation and relevant Codes of Practice relating to Highway Maintenance and Design - Understanding of Construction, Design, Management (CDM) Regulations - GIS knowledge - Knowledge of ICT software packages such as Microsoft and other relevant packages including AutoCAD, Asset Management Software and financial management systems	Knowledge - Knowledge and practical understanding of relevant legislation and Codes of Practice relating to highways - Demonstrable knowledge of the Streetworks Permitting System - Materials knowledge across a wide range of items contained within the scheduled bill of quantities (BoQ) for the HIC - Knowledge of Highway Contracts and their practical application for highway maintenance - Understanding of Highway design and construction standards and guidance e.g. DMRB	Knowledge - Demonstrable knowledge, experience and understanding of highway legislation, design standards, guidance and policy, e.g. Highways Act 1980, Well Managed Highway Infrastructure Assets - Understanding of Asset Management Principles and Lifecycle Planning - Good knowledge and understanding of Highway software packages e.g. Confirm, AutoCAD
Experience 2 years' experience working in a highways environment - Working experience using literacy, numeracy and ICT skills to complete a range of task, e.g. writing letters, statements and other effective communication - Experience of managing own workstream and prioritising work to ensure deadlines are met	Experience - Experience of applying knowledge of highway maintenance, design and construction standards, guidance, best practice and regulations to scenarios e.g. through the raising of accurate works orders 2 years' experience of project managing small schemes and minor works in a Highways environment - Experience of preparing cost estimates and scheduled bill of quantities (BoQ) for own workstreams	Experience - Demonstrable experience in highways (5 years' experience at equivalent level of responsibility) - Experience of managing budgets for small projects/workstreams
Skills	Skills	Skills

• Competent user of standard ICT packages e.g. Word, Excel, Outlook, GIS Systems and PowerPoint • Can demonstrate dexterity and co-ordination where there is demand for precision in the use of these skills, e.g. carrying out small repairs on the network • Assist in the delivery of specialist area workstreams, e.g. dealing with enquiries and other relevant maintenance/engineering information • Ability to identify risk and the impact actions have on others • Ability to manage own workstreams • Able to communicate effectively with a wide audience	• Demonstrate the ability to manage individual highway related projects and workstreams • Competent user of the highway asset management system and other highway related technology • Demonstrates the ability to deal with period of hours at a time (e.g. morning or afternoon) undertaking repeated manual tasks • Ability to identify non-compliance on the highway network and take the appropriate course of action to rectify • Ability to write reports	• Demonstrable ability to deal with work-related pressure, for example deadlines, interruptions or conflicting demands • Undertakes work that require a range of imaginative solutions and responses and involves application of fresh and innovatory thinking • Developed organisational and communication skills with the ability to manage small work projects • Demonstrates the ability to work all or most of the day being alert to risks and dangers • Ability to apply financial judgement
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