

Job Description

Job title	Highway Inspector
Directorate	PLACE : Regeneration, Culture and Environment
Division	Highways
Range	MPR 4
Reports to	Senior Highway Inspector

Main purpose of the job:

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 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.

Equipped with a dedicated vehicle, you will be expected to form part of the Highways Out of Hours Service, dealing with incidents that may arise after office hours and over the weekend. This will be on a rota basis alongside other Duty Engineers, of which remuneration is paid. You will also be responsible for remedying minor issues on the highway network, where it is safe to do, including but not limited to applying Viasix to defects that require immediate repair, to eliminate the risk to the travelling public and dealing with small scale fuel spillages

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

- Carry out Inspections in accordance with a specified regime designed to monitor the network condition, identify any defects and take appropriate action in rectifying defects, to meet our statutory duty under the Highways Act 1980, including carrying out small minor repairs using a Council approved product, e.g. Viasix.
- Ensure defects which are risk assessed and meet the investigation criteria are photographed and recorded on a data capture device to form an audit trail in the event of any future claim against the Highway Authority.
- Ensure defects are raised against the relevant asset, to contribute towards the development of an accurate database to facilitate lifecycle planning.

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- Follow due governance processes in relation to highway infringements, ensuring appropriate communication is adhered to, to support successful enforcement where necessary.
- Work collaboratively alongside Highway Engineers, being aware of their programme of planned maintenance works and making them aware of areas of deterioration on the network that require more extensive maintenance, to ensure all works carried out are appropriate and offer value for money.
- To ensure all actions taken when dealing with a customer enquiry are accurately recorded in the asset management system, ensuring notes are clearly understandable to avoid any ambiguity later.
- To work effectively with the Risk and Insurance Team in relation to any claim for incidents arising from the highway, providing clarification where required and written witness statements to support the Council's defence.
- To provide positive contributions to the day-to-day delivery of the Highway Service, supporting other teams in the Service and across the Council, and the Highway Term Maintenance Contractor

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Senior Highway Inspector

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The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

All criteria at level A are considered essential unless stated otherwise.

Qualifications

Level A

- 4 GCSEs Grade 4 or above (including Maths and English)
- A Levels or equivalent in relevant subjects
- Hold a current full UK Driving Licence

Level B (in addition to level A criteria)

- Successful completion of relevant skills-based course as identified for the role.
- Certificates relating to formal training in a highway environment

Level C (in addition to levels A and B)

- Relevant qualification in Engineering discipline HNC or equivalent

Knowledge

Level A

- Awareness of Highway legislation and relevant Codes of Practice relating to Highway Maintenance and Design.
- Understanding of Construction, Design, Management (CDM) Regulations
- GIS knowledge

Level B (in addition to level A criteria)

- Knowledge and understanding of relevant legislation and Codes of Practice relating to Highways.
- Demonstrable knowledge of the Streetworks permitting system
- Ability to produce written reports
- Materials knowledge across a wide range of items contained within the Bill of Materials for the contract
- Knowledge of Highway Contracts and their practical application for highway maintenance

Level C (in addition to levels A and B)

- Demonstrable knowledge, experience and understanding in relevant discipline and Highway legislation, design standards, guidance and policy, commensurate with experience and its application
- Understanding of Asset Management principles and Lifecycle Planning

Experience

Level A

- Ability to demonstrate the use of literacy, numeracy and ICT skills to complete a range of tasks such as writing letters, statements and affective communication.
- Ability to manage own workstreams

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Level B (in addition to level A criteria)

- 2 years' experience working as a Highway Inspector with the ability to manage small schemes and minor works
- Experience of applying relevant knowledge of highway maintenance, design and construction standards, guidance, best practice, and regulations to scenarios.
- Experience of preparing cost estimates and scheduled bill of quantities for own workstreams.

Level C (in addition to levels A and B)

- Demonstrable experience in relevant discipline experience (5 years' experience at equivalent level of responsibility)
 - Experience of budget management of small projects/workstreams
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Skills

Level A

- Competent user of standard ICT packages i.e. Word, Excel, Outlook, GIS systems and Powerpoint.
- Can demonstrate dexterity, co-ordination or sensory skills, where there is demand for precision in the use of these skills.
- Assist in the delivery of specialist area workstreams such as enquiries, and other relevant maintenance/engineering information
- Ability to identify risk and the impact actions have on others

Level B (in addition to level A criteria)

- Demonstrates the ability to manage individual highway related projects and workstreams.
- Competent user of highway Asset Management System and other highway related technology
- Demonstrates the ability to deal with periods of hours at a time (e.g. a morning or afternoon) undertaking repeated manual task.
- Ability to identify non-compliance on the highway network and take the appropriate course of action to rectify

Level C (in addition to levels A and B)

- Demonstrable ability to deal with low levels of work-related pressure, for example from deadlines, interruptions or conflicting demands.
- Undertakes work that requires a range of imaginative solutions and responses and involves application of fresh and innovative thinking.
- Developed organisational and communication skills with the ability to manage small work projects
- Demonstrates the ability to work all or most of the working day being alert to risks or checking of documents or equivalent.
- Ability to apply financial judgment