

JOB DESCRIPTION

Streetworks Inspector

Directorate and Section/Unit: Environmental Services/Integrated Transport/
Community & Response
Scale / Grade: Grade 6
Reporting to: Streetworks Manager

Main purpose of job:

To support the provision of excellent highways and transportation services in Worcestershire by assisting in the communications between the service and the general public; public utility companies and their contractors and elected Members; and private undertakers.

To be responsible for the administration of the New Roads and Street Works Act 1991, (NRSWA) and the Traffic Management Act (TMA) 2004 and ensure health and safety regulation compliance for inspection of works in the public highway (excluding developer and our own internal works)

Specifically, to cover all site aspects relating to, Utility openings and reinstatement, including emergency and immediate works, Private Undertakers (S50), Public Complaint investigations, skip, and scaffold and hoarding assessment that occurs on the public highway

Responsibilities, duties and tasks:

1. To inspect and monitor utility reinstatements in the highway, including private undertaker openings, to ensure compliance with the relevant NRSWA Codes of Practice and specifically to ensure the safety of the public.
2. To ensure that all failures: defects, over runs are logged and recorded, and evidence is collected, collated, and monitored to conclusion.
3. To arrange and attend joint site meetings with utility representatives and private undertakers to discuss defect resolution
4. To advise contractors on the technical aspects of the NRSWA including materials specifications and construction methods, paying particular attention to contractors undertaking private openings who may need an explanation of the procedures
5. To undertake a reactive approach to a range of customer enquiries, complaints and associated correspondence, investigate as necessary and resolve where possible. To respond and resolve any issue relating to unauthorised works on the public highway and to proactively deal any other issues that may become apparent.
6. To investigate suitability, monitor and inspect skips and scaffolding which are placed

on the public highway to ensure compliance with the Highways Act 1980 and the current specification.

7. To represent the County Council as a witness in Court providing evidence on factual inspections - confirming dates and times; nature of defect and subsequent action taken
8. To ensure that Health and Safety legislation is adhered to including both on site working practices and aspects associated with work on the highway and the safety of the travelling public.
9. To plan/organise daily inspections diligently considering length of route, works being undertaken and the impact, congestion and any other relevant factors and report on findings and ensure that the streetworks register is updated on a daily basis.
10. To ensure that inspection targets that are agreed on a yearly basis with utility companies are achieved.
11. To report regularly to the line manager on the progress of work and/or problems encountered.
12. To attend Worcestershire Highways and Utilities Committee meetings.
13. To undertake daily condition checks of County vehicles with regard to safety, visibility and cleanliness.
14. To post public notices as appropriate.
15. To interrogate the computerised Streetworks system to obtain additional inspection sites.
16. To manage any defects raised to make sure that the remedial works are completed by liaising with Utilities and Contractors.
17. To be utilise responsibly Worcestershire County Council laptop, tablet, digital camera and mobile phone.
18. To work outdoors in all weathers.
19. To ensure integrity in respect of confidential matters.

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health and Safety Policy.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Other Officers of the Authority
Elected Members

External: Contractors, Utilities, General public, Government agencies & Departments, Police and Fire.

Notes:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Updated LKM May 2019