

Directorate:	Growth, Environment and Transport
Unit/Section:	Structures Asset Management - Highways, Transportation and Waste
Grade:	KR7
Responsible to:	Structures Assessment Team Leader

Purpose of the Job:

To assist with the inspection and assessment of highway structures in line with the County Council procedures and legal obligations. This will include determining any defects in the structure stock, commissioning minor repair works and supervising these works. Ensure the results of all inspections are entered into the structures database in order to provide accurate representation of the current condition of the highway structures asset.

Main duties and responsibilities:

1. Assist with inspecting structures at regular intervals as defined in current guidance, supervising specialist inspections and minor works undertaken by the Term Contractor and Statutory Undertakers.
2. Assist with identifying defects, assessing severity, extent and urgency or repair in accordance with the Inspection Manual for Highway Structures, relevant legislation, codes and standards.
3. Assist with identifying, quantifying, and issuing instructions for minor repair works. Ensure all works are carried out in accordance with KCC policies, relevant legislation, standards and good practice.
4. Be conversant with the Kent County Council Inspection Guidance Manual. Adhere to statutory responsibilities of the Highway Act 1980 and other relevant legislation.
5. Be conversant with all national guidelines (e.g. Inspection Manual for Highway Structures, Design Manual for Roads and Bridges) and relevant legislation on design standards relating to the design and delivery of structures.
6. Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
7. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
8. Liaise with Developers, members of the public, elected Members, Parish/Town/District and Borough Councils, contractors, utility providers, and third parties (e.g. Network Rail, Environment Agency) in accordance with KCC's Customer Service Strategy.
9. You will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Trainee Highway Structures Inspector

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">NVQ Level 3 (advanced apprenticeship) or equivalent
EXPERIENCE	<ul style="list-style-type: none">This position is an entry level position. No prior work experience is necessary.
SKILLS AND ABILITIES	<ul style="list-style-type: none">Keen interest in working within the highways industry.Good teamworking skills.Good communication skills both written and spoken.Able to use and interpret spatial data (maps and drawings).Self-motivated and strong desire to learn.Ability to prioritise workloads.The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.
KNOWLEDGE	<ul style="list-style-type: none">Computer literacy, training in specialist software used will be provided.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">We are brave. We do the right thing, we accept and offer challengeWe are curious to innovate and improveWe are compassionate, understanding and respectful to allWe are strong together by sharing knowledgeWe are all responsible for the difference we make