

## Kent County Council

### Job Description: *Senior Streetworks Inspector*

---

<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highway Operation - Streetwork</b>
<b>Grade:</b>	<b>KSG</b>
<b>Responsible to:</b>	<b>Streetworks Manager</b>

#### **Purpose of the Job:**

- To supervise the area Street Works Inspector team in delivering support in all aspects of Street Works service across the county.
- Is key to ensure that inspector activities are well coordinated within the Street Works Team, focussed towards set targets and any peaks and demands on the service are planned and resourced.
- To work with the other Senior Street Works Inspectors to ensure consistency in compliance with legislation, processes and procedures and that best practices are identified and adopted across the county.

#### **Main duties and responsibilities:**

##### **Supervision duties:**

- Lead for the area Inspector Team in promoting best practice across the county
- Identify and plan resources for peaks in service demand, assisting in carrying out inspections in any area as required.
- Work with the Senior Street Works Coordinators to ensure that any issues with works promoters are identified and addressed
- Monitor and identify areas to be targeted and plan resources to inspect non-utility activities; permits and licenses for temporary traffic lights, Skips, scaffolds, hoardings, materials placed on the highway, Section 50 works – private apparatus (local authority works), Section 115E licenses – café culture, 'A' Boards, sewer connection, and vehicle crossings.
- Monitor the volume of defected reinstatements for the area and insure that follow up inspections take place and sites escalated to Streetworks manager if required.
- Attend site meetings with area Inspectors as required to provide senior support
- Ensure that all team inspectors have the appropriate training and are keeping up to date with industry practice and changes to processes. Identify external and internal training.
- Coordinate inspection responses to VIPs for the area and support the Street Works Manager in providing information to senior management.
- Monitor customer inspection enquiries across the team and support areas of high demand as required.

- Deal with incoming customer enquiries ensuring adherence to KCC customer service standards.
- Collect and collate relevant records and statistics for the team to assist with the provision of information to other parts of KCC.
- Work to deliver the aspirations of the business plan in identifying ways in which we can improve the ways we work within the area Operations Team.
- Ensure that all area inspectors are supported, carrying out regular 1-2-1s. Contribute to TCP process for Inspectors and manage staff leave.
- Provide cover for area inspectors during periods of leave or sickness
- Develop strong working relationships with KCC's term contractor to ensure compliance and challenge where required.
- Liaise with Compliance team and utility representative to ensure Multi-Agency Site Safety surveys take place

**Inspector duties within role:**

- Using relevant legislation to Inspect works on the highway as required ensuring a high standard of Roadworks, traffic management, and safety, giving advice and direction to Works promoters, contractors and the Highway Authority.
- Assess sites to the SROH
- Assist the area coordinator to check and agree traffic management proposals for any work on the highway including footways and cycleway
- Attend site meetings with works promoters to discuss traffic management arrangements
- Inspect permits and licenses for temporary traffic lights, Skips, scaffolds, hoardings, materials placed on the highway, Section 50 works – private apparatus (local authority works), Section 115E licenses – café culture, 'A' Boards, sewer connection, and vehicle crossings
- Liaise with internal and external stakeholders as required. These will include members of the public and elected representatives, as well as other bodies such as district councils, utilities and transport operators.

Footnote: This job description is provided to assist the job holder to know what their 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: *Senior Streetworks 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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education to GCSE or equivalent level, including passes at C grade or higher in Maths and English.</li> <li>• City &amp; Guilds accreditation in relevant subject or ONC/BTEC or equivalent.</li> <li>• Street Works Supervisor ticket required</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Relevant technical experience or of working in a local government or highways environment.</li> <li>• Experience of supervision of staff including HR processes, resource planning and operational supervision.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Computer literate. Able to use MS Office and other typical general office packages, and also specialist software packages (i.e. MAYRISE, WAMS).</li> <li>• Able to communicate to a high standard, both verbally and in writing, at all levels with internal and external stakeholders and members of the public.</li> <li>• Ability to deal with public in difficult circumstances.</li> <li>• Demonstrable skills in managing information and communicating with others.</li> <li>• Good teamwork skills.</li> <li>• Ability to travel across a wide geographical area in a timely and flexible manner is essential.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Relevant knowledge of legislation and codes of practice as they relate to role e.g. NRSWA, the Traffic Management Act and Highways Act., &amp; SROH</li> </ul>
<b>KENT VALUES AND CULTURAL ATTRIBUTES</b>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li> <li>• We are <b>curious</b> to innovate and improve</li> <li>• We are <b>compassionate</b>, understanding and respectful to all</li> <li>• We are <b>strong together</b> by sharing knowledge</li> <li>• We are all <b>responsible</b> for the difference we make</li> </ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p>

	<p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p>
--	--