

Kent County Council

Job Description: Highway Structures Inspector

Directorate:	Growth, Environment and Transport
Unit/Section:	Structures Asset Management - Highways, Transportation and Waste
Grade:	KR8
Responsible to:	Structures Assessment Team Leader

Purpose of the Job:

To inspect and assess 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. Inspect structures at regular intervals as defined in current guidance, supervise specialist inspections and minor works undertaken by the Term Contractor and Statutory Undertakers.
2. Identify defects, assess severity, extent and urgency or repair in accordance with the Inspection Manual for Highway Structures, relevant legislation, codes and standards.
3. Identify, quantify, and issue 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. Assist in developing Trainee Inspectors as directed by the Assessment Team Leader.
7. Ensure communications, enquiries and complaints are managed sympathetically, accurately and in a timely manner in line with KCC procedures.
8. Ensure compliance with Health and Safety legislation, e.g. CDM 2015.
9. 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.
10. 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 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: 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"> • Minimum of NVQ Level 4. • A Full UK driving licence
EXPERIENCE	<ul style="list-style-type: none"> • Demonstrable post qualification relevant experience in inspection and/or design and/or delivery of highway structures works or similar. • Experience of working in accordance with the Inspection Manual for Highway Structures. • Understanding of the role and responsibility of the Highway Authority and Local Government.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Good teamworking skills. • Good communication skills both written and spoken. • Able to use and interpret spatial data (maps and drawings). • Self-motivated and able to operate with minimal supervision. • Ability to prioritise workloads. • Attention to detail and sound engineering judgement.
KNOWLEDGE	<ul style="list-style-type: none"> • Computer literacy, training in specialist software used will be provided. • Ability to establish the condition and defects associated with a highway structure through inspection. • Working knowledge of other highway operations. • Working knowledge of CDM regulations and risk assessments
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge <ul style="list-style-type: none"> ○ Act with integrity, honesty and transparency ○ Be open to challenge ○ Demonstrate healthy attitude to risk ○ Welcome and expect change and evolving technology ○ Work in new ways • We are curious to innovate and improve <ul style="list-style-type: none"> ○ Be willing to learn ○ Innovate ○ Actively encourage and expect contribution • We are compassionate, understanding and respectful to all <ul style="list-style-type: none"> ○ Treat people fairly and with respect ○ Put the interests and wellbeing of customers first • We are strong together by sharing knowledge

	<ul style="list-style-type: none"> ○ Work as a whole council ○ Work collaboratively to find new solutions ● We are all responsible for the difference we make <ul style="list-style-type: none"> ○ Do more for yourself ○ Take personal and professional responsibility for your actions and performance ○ Deliver at pace ○ Look for ways to save money ○ Look for commercial opportunities ○ Focused on outcomes <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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