

## Kent County Council

### Job Description: *Highway Inspector*

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**Directorate:** Growth, Environment and Transport

**Unit/Section:** Highways, Transportation and Waste

**Grade:** KR 8

**Responsible to:** Highway Inspections Team Leader

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

Flexibility to be deployed to any one of six Highway depots across the county. Undertake scheduled walked and driven inspections of roads and footways at regular intervals as defined in current guidance. Identify defects, assess need and urgency of repair and issue instruction to contractor for repair using a mobile tablet device. Ensure that all works are carried out safely and in accordance with health and safety policies and good practice.

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

1. Assess condition of highway network to determine immediate and future works; recommend maintenance treatments.
2. Using iPad/mobile technology, record defects and general condition of the highway, issuing works orders and recording inspection data on an electronic system (WAMS).
3. Organise work identified during routine statutory inspections, including production of risk assessments; checking compliance with technical standards and where necessary, agreeing sums for payment in conjunction with Operations Engineers, all within the defined budget for the work.
4. First stage enforcement of the removal of unauthorised highway obstructions and other infringements of highways and associated legislation. Referral of persistent offenders to the Enforcement Team.
5. Assist with inspections on behalf of other teams as directed.
6. Regularly liaise with Highway Stewards, Programmed Work Engineers and contractors to ensure a connected approach to service delivery.
7. Ensure compliance with Health and Safety legislation.
8. Respond to enquiries from Risk Management and Insurance regarding insurance claims and attend court as a witness when required.
9. Actively suggest improvements and promote developments to the work of the Inspectorate.

*This job description will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the duties listed.*

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### Person Specification: *Highway Inspector*

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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 (if essential)</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) at C grade or higher in maths &amp; English</li> <li>• City &amp; Guilds accreditation or ONC/BTEC or equivalent NVQ. ECDL qualification.</li> <li>• NRSWA Accreditation</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in the use of relevant computer applications. (WAMS)</li> <li>• Relevant experience in the construction or allied industry, demonstrating technical expertise across a wide range of highway assets</li> <li>• Some experience of target costing and asset management techniques.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Your health should be appropriate for the needs of the role</li> <li>• Demonstrable skills in managing information and communicating with others</li> <li>• Ability to manage time effectively</li> <li>• Ability to demonstrate attention to detail</li> <li>• Ability to demonstrate good knowledge of general highway maintenance and processes</li> <li>• Ability to prioritise work, using risk assessment techniques</li> <li>• Ability to show self-confidence and initiative when dealing with members of the public</li> <li>• Demonstrable skills in analysing information and resolving problems</li> <li>• Good team working skills</li> <li>• Good keyboard and IT skills</li> <li>• The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day 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 the role (e.g. H&amp;S risk assessment, Codes of Practice for Well Maintained Highways).</li> <li>• Knowledge of road construction and standards, knowledge of call out duties and winter operations</li> <li>• Good knowledge of national and local standards, techniques and technical procedures.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p>Kent Values:</p> <ul style="list-style-type: none"> <li>• We are brave. We do the right thing, we accept and offer challenge</li> </ul>

	<ul style="list-style-type: none"><li>• We are curious to innovate and improve</li><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
Office Transformation Worker Definition: Flexible Worker across all Depots	