

## Kent County Council

### Job Description: *Highway Safety Inspector*

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<b>Directorate:</b>	<b>Growth, Environment and Transport</b>
<b>Unit/Section:</b>	<b>Highways, Transportation and Waste</b>
<b>Location:</b>	<b>Haysden Highway Depot</b>
<b>Grade:</b>	<b>KR8</b>
<b>Responsible to:</b>	<b>Senior Highway Safety Inspector</b>

#### **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 (Confirm / WAMS). All orders are to be marked up, accurate measurements recorded and photographs taken. Orders must always be in line with good asset management techniques, considering KCC's *Highways Asset Management Plan*.
3. Work closely with team members to manage workload ensuring all inspections are completed within a predefined timeframe.
4. Organise work identified during routine statutory inspections, including production of risk assessments and road closure documentation. Checking compliance with technical standards and where necessary, agreeing sums for payment within the defined budget for the work.
5. First stage enforcement of the removal of unauthorised highway obstructions and other infringements of highway and associated legislation. Referral of persistent offenders to the Enforcement Team.
6. Assist with inspections on behalf of other teams as directed.
7. Regularly liaise with Highway Stewards, Programmed Work Engineers and contractors to ensure a connected and asset management approach to service

delivery.

8. Ensure compliance with Health and Safety legislation.
9. Respond to enquiries from Risk Management and Insurance regarding insurance claims and attend court as a witness when required.
10. Actively suggest improvements and promote innovative developments to the work of the Inspectorate.

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 Safety 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</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>• A Full UK driving licence</li> <li>• NRSWA Accreditation.</li> <li>• LANTRA Highway Safety Inspector accreditation (or equivalent).</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>• Excellent IT skills.</li> <li>• Demonstrable skills in managing information and communicating with others.</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> <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>• Excellent team working skills.</li> </ul>

<p><b>KNOWLEDGE</b></p>	<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 highway maintenance and construction standards and techniques. Knowledge of call out duties and winter operations.</li> <li>• Good knowledge of national and local standards, techniques and technical procedures.</li> </ul>
<p><b>KENT VALUES AND CULTURAL ATTRIBUTES</b></p>	<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>