

Kent County Council

Job Description: *Highway Inspector*

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. 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 highway, issuing works orders and recording inspection data on an electronic system (WAMS).
3. Organise work identified during routine 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 Enforcement Team.
5. Assist with inspections on behalf of other teams as directed.
6. Regularly liaise with Highway Stewards and Programmed Work Engineers 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.
9. Actively suggest improvements and promote developments to the work of the Inspectorate.

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.

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Person Specification: *Highway 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"> • GCSE (or equivalent) at C grade or higher in maths & English • City & Guilds accreditation or ONC/BTEC or equivalent NVQ. ECDL qualification. • NRSWA Accreditation
EXPERIENCE	<ul style="list-style-type: none"> • Experience in the use of relevant computer applications. (WAMS) • Relevant experience in the construction or allied industry, demonstrating technical expertise across a wide range of high assets. • Some experience of target costing and asset management techniques.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Demonstrable skills in managing information and communicating with others. • Ability to manage time effectively. • Ability to demonstrate attention to detail. • Ability to demonstrate good knowledge of general highway maintenance and processes. • Ability to prioritise work, using risk assessment techniques. • Ability to show self-confidence and initiative when dealing with the public. • Demonstrable skills in analysing information and resolving problems. • Good team working skills. • Good keyboard and IT skills
KNOWLEDGE	<ul style="list-style-type: none"> • Relevant knowledge of legislation and codes of practice as they relate to the role (e.g. H&S risk assessment, Codes of Practice for Well Maintained Highways). Knowledge of road construction and standards, knowledge of call out duties and winter operations. • Good knowledge of national and local standards, techniques, and technical procedures.
BHEAVIOURS AND KET VALUES	<p>Kent Values:</p> <p>Open</p> <ul style="list-style-type: none"> • Act with integrity, honesty, and transparency • Demonstrate healthy attitude to risk.

	<ul style="list-style-type: none"> • Welcome and expect change and evolving technology. • Work in new ways • Be willing to learn. • Work as a whole council • Treat people fairly and with respect. <p>Invite contribution and challenge.</p> <ul style="list-style-type: none"> • Work collaboratively to find new solutions. • Innovate • Put the interests and wellbeing of customers first. • Be open to challenge. • Actively encourage and expect contribution. <p>Accountable</p> <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.
Office Transformation Worker Definition: Flexible Worker across all Depots	