



Coventry City Council

Job Description

Job Title:	Highways Inspector	Job Number:	
Service:	Highways	Post Number:	
Location:	Whitley Depot	Grade:	

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

Working to the Senior Highways Inspector to ensure that appropriate inspections for the adopted highways are carried out and that the resulting maintenance and service requirements are executed to specification and to ensure that all Highways related enquiries are dealt with to a high standard.

Main Duties and Responsibilities:

- To deliver high quality standards of customer care for the citizens of Coventry by ensuring that all enquiries are dealt with promptly and efficiently.
- To receive service requests and enquiries from the Contact Centre relating to Highways including carriageways, footways and drainage issues, arrange to inspect as necessary and specify any work requirements associated with the request.
- To raise works orders on the Council's Asset Management System for reactive maintenance, including filling of potholes, small scale patching and repair of paving defects.
- To assist the Senior Highways Inspector with the preparation of reports to the Highways Technical Team Manager and with the preparation of responses, both written and oral, to residents and customers.
- To carry out walked and driven inspections of the adopted highways at an appropriate frequency as instructed and maintain records to ensure the provisions of the Highways Act and other statutes are adhered to.
- To use hand held data devices to record inspections and to manage defect information.
- To work closely with the Project Engineers and Senior Engineer to identify future maintenance treatments particularly through the submission of relevant Highway Condition Forms.
- To work with the NRSWA Inspectors to ensure that obstructions and utility openings on the highway are protected with adequate signs, barriers and lighting.
- To visit sites to check and approve scaffolding and hoarding license applications and to approve access requirements in relation to applications for footway crossings.

- To investigate accident claims from third parties (particularly members of the public) against the City Council and any incidents of damage to City Council property by third parties. Prepare appropriate reports for insurance purposes.
- To assist colleagues by undertaking specific project work, attending meetings and participating in corporate working groups, including responding, both verbally and written, to queries from elected members, the public, contractors and statutory bodies.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for:

Responsible to: Senior Highways Inspector

Date Reviewed: November 2010

Updated: July 2021



Coventry City Council

Person Specification

Job Title:	Highways Inspector	Job Number:	
Service:	Highways	Post Number:	
Location:	Whitley Depot	Grade:	5

Area	Description
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Knowledge:	<ul style="list-style-type: none">• Knowledge of the various highway repair techniques and repair intervention levels
	<ul style="list-style-type: none">• Knowledge of the Highways Act 1980
	<ul style="list-style-type: none">• Understanding of Highway maintenance treatments and materials and specifications for Highways works.

Skills and Abilities:	<ul style="list-style-type: none">• High level of both written and verbal communication skills and able to communicate with wide range of people.
	<ul style="list-style-type: none">• Good written and numerical skills
	<ul style="list-style-type: none">• Good observation skills with good attention to detail e.g. ability to detect areas requiring repair
	<ul style="list-style-type: none">• Good negotiation and consultation skills
	<ul style="list-style-type: none">• Ability to organise and prioritise own workload
	<ul style="list-style-type: none">• Ability to walk long distances in all weathers
	<ul style="list-style-type: none">• Ability to use computerised databases and input data accurately.

Experience:	<ul style="list-style-type: none">• Suitable experience of working with or for a local authority highways maintenance sector.
	<ul style="list-style-type: none">• Experience of inspections in a highways environment.

Educational:	<ul style="list-style-type: none">• BTEC in Civil Engineering or appropriate equivalent
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Special Requirements:	<ul style="list-style-type: none">• Possession of a full current driving licence
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Date Reviewed: November 2010

Updated: May 2019