

# Job Description and Person Specification

Role: Senior Streetworks Inspector



## Job Description

<b>Job Title</b>	Senior Streetworks Inspector
<b>Grade</b>	G7
<b>Service</b>	Transport & Highways
<b>Reports to</b>	Streetworks Manager
<b>Location</b>	Friargate/Citywide
<b>Job Evaluation Code</b>	D2845D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**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:



## About the Service your team will provide

### Purpose of the role

To ensure that the highway network is maintained effectively and that congestion and disruption to the travelling public is minimised arising from works on the highway by ensuring that appropriate inspections for the adopted highways are carried out and that the resulting maintenance and service requirements are executed to specification.

To ensure that all Highways related enquiries are dealt with to a high standard through effective management of the team of Street Inspectors and to carry out or monitor inspections of street works and other related activities in accordance with the requirements of the New Roads and Street Works Act 1991 (NRSWA) as directed by the Authority's Traffic Manager.

## Main Duties & Key Accountabilities

### Core Knowledge

- 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 ensure that the City Council discharges its responsibilities in relation to the Highways Act 1980, the New Roads and Street Works Act 1991 and the Traffic Management Act 2004, and that statutory undertakers, developers and contractors working on the public highway, including those working for the Council, are in compliance with the legislation.
- To provide day to day management of the Street Inspectors, including providing guidance on a range of NRSWA and Highways related issues.
- To receive requests and enquiries relating to Streetworks including (but not limited to) carriageways, footways, defects, drainage issues, site and structures issues, arrange for their inspection as necessary and liaise with utilities and other stakeholders to arrange repairs as necessary.
- To receive the daily NRSWA inspections from the officers at the Shared Streetworks Service for Coventry and Warwickshire and to allocate these inspections to the Street Inspectors, ensuring that these are completed daily, including any follow-up actions, and that the results are entered onto Street Manager in a timely fashion.

- To prepare and present technical, financial and operational reports to management meetings and appropriate member, officer and public meetings.
- To undertake 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.
- To assist the Streetworks Manager in relation to the Shared Streetworks Service for Coventry and Warwickshire in the preparation of monitoring reports and invoices relating to street works activities.
- To undertake routine maintenance and NRSWA sample inspections on the adopted Highway at an appropriate frequency, and maintain accurate records to ensure the provisions of the Highways Act 1980 and New Roads and Streetworks Act 1991 and other statutes and guidelines are adhered to.
- To maintain and promote the use of hand held data devices and technology and integrate them into the systems of working for the recording of highways condition and defect information, and for the creation of manual or automatic NRSWA permits as required.
- To work with stakeholders to ensure the smooth running of the WaSPS permit scheme, to include managing the Fixed Penalty Notices and Section 74 over run charge process.
- To respond to Freedom of Information Requests, complaints and Councillor/MP enquiries in a timely manner.
- To visit sites to check and approve skip, 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 prepare information and supporting evidence in order to prepare for prosecution in cases of illegal occupation or excavation of the highway and inadequate and unsafe temporary traffic management. To attend court, as and when required, to provide factual inspection evidence as a witness on behalf of the Authority.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Utility Companies Members of the public Contractors Developers Other Stakeholders MP's	<b>Internal</b> Other Council Departments Senior Managers Councillors
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

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

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:** Team of Streetworks Inspectors

## Person specification

<b>Job Evaluation Code</b>	D2845D
<b>Knowledge</b>	
Knowledge of the New Roads and Street Works Act 1991 and its implications for the City Council, statutory undertakers and other work promoters.	
Knowledge and understanding of WaSPS Permit Scheme	
Knowledge of the Highways Act 1980	
Knowledge of the Traffic Management Act 2004, including the Network Management Duty	
Detailed knowledge of the various highway repair techniques and repair intervention levels	
Understanding of the principles of effective customer care	
<b>Skills and Abilities</b>	
High level of both written and verbal communication skills and able to communicate with wide range of people.	
Good written and numerical skills	
Good observation skills with good attention to detail e.g. ability to detect areas requiring repair	
Good negotiation and consultation skills	
Ability to encourage teamwork and display leadership qualities in order to motivate teams and individuals to achieve targets and objectives	
Ability to organise and prioritise own workload	
Ability to walk long distances in all weathers	
Ability to use computerised databases and input data accurately.	
Ability to represent the Authority at meetings with statutory undertakers and other parties and provide sound highway advice	
<b>Experience</b>	
Experience of all aspects of Fixed Penalty Notices and Section 74 Over Stay Charges	



Suitable experience of working with or for a local authority highways streetworks sector.
Experience of inspections in a highways environment.
Experience of people management and managing financial resources
Use of office based ICT packages
<b>Qualifications</b>
BTEC in Civil Engineering or appropriate equivalent and 3 years relevant experience OR 5 years relevant experience.
Hold or be actively pursuing the relevant NRSWA Supervisor Units applicable to the role.
Have completed or actively pursuing Chapter 8 training
Have obtained or actively pursuing Lantra 12D accreditation
<b>Special Requirements</b>
Possession of a full current driving licence.
Able to work outside normal office hours, as and when required by the service.

<b>Date Created</b>	Jan 23	<b>Date Reviewed</b>	Jan 23
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