

## ROLE DESCRIPTION

<b>Role title</b>	Streetworks Inspector		
<b>Directorate</b>	Infrastructure & Transport		
<b>Reporting to</b>			
<b>Grade</b>	12		
<b>Evaluation ref</b>	AG0404	<b>Job Family ref</b>	
<b>Role Purpose</b>			
To contribute to the Council's duty to monitor street works in accordance with the requirements of the New Roads and Street Works Act and any other relevant Acts of Parliament and also attempt to minimise any of the detrimental effects that excavating and reinstating may have on the highway network, thereby minimising any long-term financial costs to the Council.			
<b>Key results area</b>	<b>Accountability</b>		
Inspection of Statutory Undertakers (SU's) reinstatements & on-going works	Inspection of Statutory Undertakers (SU's) reinstatements and on-going works to assess compliance with any relevant specifications and Acts of Parliament and also to comply with the Council Councils duty to inspect works.		
Identify & instruct re defective works	Identify defective works and instruct the offending works promoter to conduct remedial actions to rectify the problem.		
Health & Safety	Determine the health and safety issues associated with SU's works to ensure the safety of the workers and members of the public with special regard being given to the needs of people with a disability. Provide a duty of care under the Health and Safety Act and the New Roads and Street Works Act to ensure so far as is reasonably practicable that they are safe and without risk to the health and safety of the persons working there, although they may not be NRSWA related works.		
Provide evidence of overrunning works	Provide evidence of overrunning works to enable the Council to apply financial penalties to the offending SU.		
Respond to the Public	Respond to complaints, observations and information received from members of the public and officers of the Council regarding NRSWA related issues.		
Supervise SU works	Determine whether SU's have complied with deadlines set by the Council regarding remedial works on defective sites and reinstatements and ensure that the works have been completed to a satisfactory standard.		

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Obtain evidence of infringements of the regulations	Obtain evidence of infringements of the regulations to enable SC Enforcement officer and the County Solicitors Department to conduct legal action against the offending SU. Provide input to case reviews and, if necessary, act as a prosecution witness in court.
Investigate & collect information	Investigate and collect information to enable managers to deal with public liability claims against the highway authority which may in fact be the liability of an SU.
Conduct investigations	Conduct investigations to identify ownership of defective reinstatements and works.
Identify offending SU's	Identify offending SU's who have caused damage to the highway and associated apparatus (e.g. drains etc.) and arrange for the damage to be repaired at the SU's cost.
Provide information re recharge works	Provide information to enable managers to recharge works carried out by the highway authority for which SU's are liable.
Advise re suitable methods of working & traffic management	Advise SU's and any associated SC departments of suitable methods of working and traffic management.
Co-ordination	Assist co-ordination team by providing advice, local knowledge and experience of working methods to enable the planning, co-ordination and execution of works in a manner that will facilitate the expeditious movement of traffic on the highway network. Act as a liaison between the SU's and the co-ordination team. Directs SU's with regard to the timing of works. Acts as a liaison between SU companies with a view to combining works to minimise disruption to the travelling public.
Road Closures	Assists co-ordinators and SU's on road closure issues. Informs public in advance of proposed road closures by placing notices at suitable locations. Inspection of alternative route signing to assess compliance with the approved signing schedule. Post closure inspections of alternative routes to determine any damage that may have been caused to the highway as a result of using it as an alternative route and direct SU's to rectify any damage found. Act as a liaison between Council officers and road closure applicants.

## ROLE DESCRIPTION

Develops and maintains close working relationships	Develops and maintains close working relationships with other Groups/teams within the Department and service providers (e.g. Area Highways, Network Management, and Development Control).
Provide assistance & cover	Provide assistance and cover for colleagues during periods of absence.
Record keeping and data input	Uses the computer-based system Confirm for NRSWA record keeping and recovery of historical information. Inputs inspections onto Personal Digital Assistant for transfer to the Confirm system. Uses online mapping and communication systems.
Corporate Responsibilities	Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

### Qualifications/Knowledge/Experience/Skills

#### Qualifications – Essential

- Good standards of numeracy, literacy and ICT capability.

#### Qualifications – Desirable

- Educated to HNC or equivalent level.
- Hold, or be working towards, a relevant professional qualification through an appropriate Institution / Organisation.

#### Knowledge/Experience/Skills – Essential

- Demonstratable knowledge of New Roads & Street Works legislation, and the Traffic Management Act.
- Knowledge of permitting scheme processes.
- Previous experience in Highways, Statutory Undertaker or the Street works environment.
- Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).
- Proficient in Microsoft package and adaptability in using Software systems.

#### Knowledge/Experience/Skills – Desirable

- Experience of transport planning / highway engineering / project management.
- Knowledge of transport planning / technical highway design, highway legislation and agreements.

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### Dimensions of Role

#### Contacts & Relationships

The nature of the work involves contact with the following: -

- Representatives of utility companies and private license holders. For the purpose of liaison, instruction, negotiation, gathering information, etc.
- Staff within the Traffic and Transport and Highways Group to discuss, inform and advise on NRSWA issues.
- Private developers, where service connection works fall into the remit of NRSWA.
- Members of the public in connection with following up and investigating complaints.
- Enforcement officer and County Solicitors staff for the purpose of providing evidence in legal proceedings.
- Service managers and staff in order to organise emergency remedial works and investigatory works.

#### Resources

Participates in the inspection of over 16000 utility company openings per annum in the county's highway network.

Participates in the inspection and related procedures of approximately 600 road closures per annum.

Section 50 licenses.

Section 56 directions.

Section 81 inspections.

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#### Notes

Working conditions:

Ability to travel regularly to sites throughout Somerset.

Working arrangements: