**Job Description**

**Street Work Inspectors**

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| **Service:** | Highways | **Team:** | Highway Regulation Team | |
| **Location:** | Countywide | | | |
| **Salary range:** | £21,748 to £25,481 | **Grade:** | | 6 |
| **Reports to:** | Senior Street Work Inspector | **Staff responsible for:** | | 0 |

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| **Job Purpose** |
| The Street Work Inspector is key to ensuring Lancashire County Council meets its obligations under the New Roads & Street Works Act and in the effective delivery of the Lancashire Permit Scheme. The role is integral to:   * ensuring compliance with regulations, codes of practice and local procedures. * co-ordinating works and other activities on the highway network. * protecting the highway asset. * minimising delays and disruption to highway users.   The post is a full-time position (37 hours per week) and the normal working hours are 8am till 4pm. However, flexibility is required in terms of working hours and out of hours. The team operates 7 days a week therefore you will be expected to work weekends on a rota basis.  The team's office base is at Cuerden Way, Bamber Bridge but the successful candidate will be mobile working covering various parts of Lancashire. You must have a full and valid driving licence and you will be required to drive a Lancashire County Council vehicle.  Street Works Inspectors are responsible for carrying out inspections of utility companies, contractors and other 3rd parties working on Lancashire's highway network. Inspectors are required to make accurate records of those inspections and findings so that utility companies and other 3rd parties and their contractors can affect remedial repairs. This role also plays a part in planning and co-ordinating works in such a way as to minimise disruption to highway users.  Inspectors use handheld computers to receive and record inspections. Working outdoors for long periods of time in all weather conditions is also part of the role. The role requires you to do a lot of travelling around Lancashire, meeting utility company and contractor representatives and explaining in what way they have not complied with regulations and specifications and arranging and negotiating remedial actions.  The role also requires you to interact with the public and deal with and respond to customer complaints. You may also be required to undertake claim investigations, provide witness statements and represent the authority in a court of law. You will be required to undertake inspections of skips and scaffolding. |
| **Accountabilities/Responsibilities** |
| * Undertake inspections of works on the highway network to ensure compliance with the New Roads and Street Works Act 1991, Specification for the Reinstatement of Openings in the Highway Code of Practice, Safety at Road and Street Works Code of Practice, Co-ordination Code of Practice and the Lancashire Permit Scheme. * Propose remedial actions for defects and safety risks. * To undertake all inspections to the highest possible standards and in a timely manner adhering to all agreed timescales. * Be responsible for a handheld/personal computer and other equipment ensuring it is operating and used correctly and kept safe and secure. * Represent the Authority in court and at other hearings and meetings to explain procedures. * Deal with customer requests and complaints in a timely and professional manner giving accurate information to all relevant interested parties and stakeholders. * Be responsible for an LCC vehicle - using it in a professional and courteous manner and in accordance with all relevant policies and procedures. * Challenging unsafe and below standard work and practices of utility companies, LCC and other 3rd parties working on the highway. |
| **Other** |
| * **Equal Opportunities**   We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.   * **Health and safety**   All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.   * **Customer Focused**   We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services always. |
| **Our Values** |
| **We expect all our employees to demonstrate and promote our values:**   * **Supportive**   We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.   * **Innovative**   We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.   * **Respectful**   We treat colleagues, customers, and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.   * **Collaborative**   We listen to, engage with, learn from and work with colleagues, partners, and customers to help achieve the best outcomes for everyone. |

**Person Specification: Street Work Inspector**

All the following requirements are essential unless otherwise indicated by **\***

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

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| **Qualifications** |
| You must have a minimum GCSE grade 4 or equivalent in English Language and Mathematics. |
| **Experience** |
| * Experience of highway maintenance and construction in particular backfilling and reinstating excavations in the highway. * Experience of either undertaking or inspecting works in line with the Specification for the Reinstatement of Openings in the Highway Code of Practice & Safety at Road and Street Works Code of Practice. * Experience of using computers and using Microsoft Word, Outlook, and Excel. * Experience of working as part of a team. * Experience of working to both individual and team deadlines * Experience of delivering excellent customer service |
| **Essential Knowledge, Skills & Abilities** |
| * Working knowledge of the New Roads & Street Works Act and associated regulations and codes of practice. * Good organisational skills including prioritising workloads, decision making, time management and negotiation. * Effective written and oral communication skills * Good attention to detail and skills which demonstrate thoroughness and accuracy in completing tasks. * Able to adapt to the challenges of constantly changing operational requirements. |
| **Other Essential Requirements** |
| * Commitment to equality and diversity * Commitment to health & safety * Always display the LCC values and behaviours and actively promote them in others. * You must have a full UK driving Licence. *In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive or are currently preparing to take their driving test.* |
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