# BCP COUNCIL JOB DESCRIPTION

**SERVICE UNIT: Environmental Services**

**JOB TITLE: Highway Inspector**

**REF No:**

**GRADE:**

**RP REF No: MUL120**

**RESPONSIBLE TO: Team Manager - Inspectorate**

**PURPOSE**

* To carry out regular planned and unplanned inspections of the highway network within Bournemouth, Christchurch, and Poole. To maintain the public highway to a safe and usable level in line with BCP Councils Highway Inspection Policy.
* To work alongside our communities, businesses, and council colleagues to achieve our vision and behaviours are met.
* Activity is focused on both reactive and proactive works, with enforcement of Highway Inspection Policy and engagement with involved parties to encourage compliance with Highway Act 1980 and New Roads and Street Works Act 1991

# MAIN RESPONSIBILITIES

* Carry out regular inspections of the public highways, in accordance with the Highway Inspection Policy and Procedure, assessing the condition of the highway network to ensure the Authority’s defence provided by Highways legislation is not compromised.
* Record all defects and the general condition of the highways, updating computer systems (such as Yotta Alloy) with highway defects, conditions, repairs, and all other relevant information to support the Authority defence if needed and data on environmental conditions.
* Investigate and respond to customer enquiries and service reports some of which may require complex investigation into ownership and legal status.
* Investigate highway contraventions to identify offenders, issue standardised notices to inform involved parties of infringements/breaches and collect evidence in line with defined procedures, to support legal action.
* Undertake minor repairs where this makes operational sense or install safety barriers/signage to act as a warning to highway users in advance of attendance by a maintenance team.
* Support the application process for vehicle access services, including liaising with customers, preparing quotations responding to enquiries.
* Assist in the investigation of accident claims for damages by third parties by providing information on the condition of the highway, liaising with legal services and the insurance team.
* Attend and give evidence at court hearings as required.
* Represent the service unit section at meetings (with internal stakeholders, user groups, external stakeholders, and partners), to maintain effective working relationships with stakeholders.
* Notify other agencies or Council operative teams to arrange remedial work or resolve issues.

Prepared by: Greg Kerr September 2024

# PERSON SPECIFICATION

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL or DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   * A Highway maintenance, construction and inspection experience * Working with team members and contractors to maintain public spaces and deliver improvements. * Using Microsoft Office (Word, Excel and Outlook) and electronic mapping, data recording software and asset management programmes | Essential  Essential  Essential | Application Form  Interview References |
| **QUALIFICATIONS / TRAINING**   * Highway Inspector training and certification to standard approved by Institute of Highways Engineers. * Registered Highway Inspector. * Experience of working on highways construction. * Ability to provide information and describe defects in a clear, concise manner. * Ability to work autonomously, prioritising own work and managing own time effectively. | Essential  Essential Essential  Essential | Application Form  Certificates |
| **APTITUDES /ABILITIES**   * Excellent verbal and written communication skills * Effective interaction with the Public, statutory undertakers and emergency responders * Ability to manage changing demands and service pressures, resolving front line issues where appropriate * Identifies methods of continual improvement and implement new ways of working. * Takes responsibility, make effective decisions and seek resolutions to issues. | Essential Essential  Essential  Essential  Essential | Application Form  Interview References |
| **KNOWLEDGE**   * Knowledge of the inspection requirements and standards defined in the Highway Inspection Manual. * Knowledge of materials used in highways construction. * Knowledge of Highways Act 1980 and New Road and Street Works Act 1991 * Customer needs and how to manage their demands aligned to the Council’s plans and priorities. | Essential  Essential  Essential  Essential | Application Form  Interview |
| **ATTITUDE / MOTIVATION**   * Passionate – Wants to make a difference and improve the community that they are part of. * Innovative – Wants to learn new skills and find solutions to problems, with a can-do attitude to help our residents and visitors alike. * Respectful – an excellent communicator, that listens to the concerns raised, seeking to help with enquiries in a professional manner * Proud – is proud to represent the council, being a focal point for the authority and supporting the community. * Integrity – ensuring that service is delivered in line with council policies and procedures, ensuring parity of service for residents across the conurbation. | Essential  Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **OTHER FACTORS**   * Full valid UK driving licence to minimum category B * Flexible approach to working hours to include evenings, weekend and on occasions at night. * Willingness to take part in scheduled emergency rotas * Willing to work outside in all weathers on various locations within the BCP boundaries. | Desirable  Essential  Essential Essential | Application  Form  Interview  Driving Licence |