

CAMBRIDGESHIRE COUNTY COUNCIL

<b>JOB DESCRIPTION</b>	
Job Title:	Inspector <i>(Bridges and Highways Service)</i>
Directorate:	Place and Economy (P&E)
Service:	Highways Service
Reports to:	District Highways Maintenance Manager
Grade:	Scale 4/5
Hours:	37

**JOB PURPOSE**

To undertake general and other inspections of the infrastructure network (e.g. highways, bridges, rights of way, etc) in accordance with current Codes of Practice and County Council policies.

To establish good customer relationships with elected members of the Parishes, District and County Council, members of the public, Police and highway service provider.

<b>PRINCIPAL ACCOUNTABILITIES</b>		% Relative Importance
1	<p><b>Inspection and Assessment</b></p> <p>To undertake and record inspections and assessments of the local infrastructure network (e.g. highways, bridges, rights of way, etc), to an agreed inspection frequency, to ensure that agreed maintenance policies are adhered to.</p> <p>To maintain a methodical approach to dealing with and keeping inspection records.</p> <p>To report to staff any defects, urgent and routine repairs required and to ensure any other defects are brought to the attention of the appropriate team.</p> <p>To order works as necessary through the highway service provider contract.</p>	85%
2	<p><b>Other duties</b></p> <p>To investigate accident claims and complete, with appropriate</p>	15%

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<b>PRINCIPAL ACCOUNTABILITIES</b>		<b>% Relative Importance</b>
	<p>documentation, all particulars for the County Council's insurance team and appear in court as required.</p> <p>Be prepared to undertake other highway related works as may be required, from time to time, by the service.</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective and co-ordinated manner.</p>	

The Place and Economy directorate has a flexible structure to cope with varying workload pressures and the post holder may be required to undertake work in support of other offices.

<b>PERSON SPECIFICATION</b>	
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The following criteria are appropriate for this post. You must meet the essential criteria to be short listed for this post and it would be advantageous if you meet the desirable criteria.

### **Education, Qualifications & Training**

#### ***Essential***

- Formal qualifications are not essential
- Appropriate CSCS Certificate

#### ***Desirable***

- Certificated Health and Safety training
- Inspectors will be encouraged to achieve an appropriate level NVQ

### **Knowledge and Experience**

#### ***Essential***

- Able to demonstrate working in highway maintenance and construction, or related areas
- Good communication and interpersonal skills including the ability to respond clearly and courteously, even in difficult situations
- Methodical approach to dealing with enquiries and keeping records, including the use of IT systems to record such inspections
- To be able to write letters / instructions so as to respond to enquiries in a professional manner
- To be able to make quick decisions to react to urgent and emergency situations
- Be able to complete insurance claims and supply documents relating to specific incidents/sites
- Good IT skills

#### ***Desirable***

- Knowledge of relevant highways and traffic management legislation, e.g. Chapter 8 of the Traffic Signs Manual

- Able to give knowledgeable advice to the County Council's Insurance team about claims etc.

### **Other**

#### ***Essential***

- Have the ability to visit offices and sites, when necessary, where public transport is limited.
- Have the ability to visit and inspect sites which may have difficult access.

#### **Cambridgeshire County Council Behaviours - WIRE**

The following describes how you are expected to carry out your work. Essentially it's about how we do things, how we treat others and how we expect to be treated.

#### **Working together**

- I establish credibility and work cooperatively with colleagues and customers
- I maintain good practice as well as making future improvements

#### **Integrity**

- I make decisions without bias
- I explain clearly to colleagues and customers how these decisions will impact on service delivery

#### **Respect**

- I am aware of the positive and negative impact I can and could make on colleagues and customers
- I am considerate when using and working with our resources, and take responsibility for managing them

#### **Excellence**

- I plan and anticipate changes in working practice
- I logically identify the best approach in continuing to meet my objectives and deliver excellent outcomes