

Job Description

Job Title	Highways Inspector
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	7
Competency Level	1
Salary	£39,513 - £44,711
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	

Job Purpose

To inspect highways assets to ensure that they are safe for public use and ensure that the appropriate action is taken in respect to any defects identified, including issuing work to contractors, check completed work and monitoring progress. To be part of the highways on call system and respond to emergencies out of hours, including winter maintenance.

Directly Responsible For:

Not applicable

Directly Responsible To:

Senior Inspector North or South

Main Areas of Responsibility:

- To undertake highway related inspections (both walked and driven) in accordance with the Highways Act 1980, the New Roads and Street Works Act 1991, and Well Managed Highways Infrastructure – A code of Practice, and maintain and update all associated records
- To ensure that all works and inspections are undertaken within the correct timescales and to the appropriate standards in accordance with current Council policy and guidelines, leading to the achievement of business and service targets
- To log and report defects on assets such as, for example, carriageway and footway surfaces, street furniture, carriageway markings and highway drainage
- To raise works orders as a result of undertaking routine Section 58 Inspections, ad hoc inspections, claims investigations, and serviceability inspections as part of ongoing highway maintenance activity. Check works are carried out correctly and to the required standards
- To investigate reports and complaints of highway defects received from members of the public and other sources and taking action as appropriate
- To assist with the establishment and implementation of a programme of inspections and investigations

- To report and respond to emergencies in accordance with the Council's emergency procedure and be part of the out of hours service as part of an on-call system rota for emergencies including winter maintenance
- To use computer and handheld devices in support of the delivery of reactive maintenance
- To monitor, police and liaise with persons or bodies wishing to execute works on the Public Highway
- To ensure any obstructions or defective works on the highway are managed effectively. Where necessary raise Section 81 (New Roads and Street Works Act 1991) defect notices as a result of defective works or product identified while undertaking any inspection
- To liaise with Utility Companies, Contractors, Members of the Public, Councillors, litigation representatives and claimants and to attend meetings as required
- To prepare letters, statutory notices, reports, statements and other documents, serving such notices and attendance in court in accordance with relevant legal requirements
- To assist the Reactive Maintenance Manager in their responsibilities in respect of performance improvement
- To prioritise work in order to resolve highways related issues and enquiries including dropped crossing requests
- To promote the City Council with Statutory Authorities, external organisations, the community and other stakeholders
- To comply with the relevant health and safety legislation, and to be proactive in dealing with incidents, hazards and defects etc which may compromise the health and safety or interfere with users of the public highway
- To communicate with and assist the Council's Pre-Proceedings Unit to provide evidence in the defence of third party claims and investigating any potential anomalies on the highway

- To attend court representing the Council to assist with the rebuttal of claims against the Highway Authority
- To liaise with the contractors to ensure planning, operations and works are completed on time
- To ensure that actions of the Highway Inspectors assist in minimising claims and litigation opportunities by fully documenting all observations from site visits, investigations and inspections and ensuring appropriate actions are taken in accordance with documented procedures

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council
- Maintaining proper stewardship of the Council's assets and reporting any financial risks
- Maintaining up to date financial records on the Corporate Finance System
- To ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job will be mostly site-based and will require work to be carried out in adverse conditions
- The postholder will need to be able to drive and work flexibly (outside normal office hours)

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at competency **level 1**.

[The competency framework can be found here.](#)



This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- City & Guilds or equivalent in highway safety inspections (A)
- Must possess a valid UK driving licence with a minimum in Category B auto (automatic) and / or Category B (manual) (A)

Desirable

- NRSWA (New Roads and Street Works Act) Accreditation

Experience

Essential

- Demonstrate a knowledge of the safety implications of working on the highway and be able to identify with the requirements of Chapter 8 of the Traffic Signs Manual (A,I)
- Knowledge and experience of highway inspections, and ability to identify and describe a defect in the highway which requires repair (A,I)

Desirable

- Knowledge and experience of highway maintenance works and street works
- Demonstrate an existing knowledge of materials used in highway construction



- Knowledge and experience of New Roads and Street Works Act 1991 and other relevant highway legislation
- Knowledge and experience of the Highways Act 1980

Skills/Abilities

Essential

- Ability to communicate effectively face to face, by telephone and in writing (A,I)
- Ability to undertake site surveys and inspections, including being able to walk considerable distances and frequently bend down to mark carriageways and footways (A,I)
- Ability and experience in relation to utilising computers and handheld devices to review and record data (A,I)
- Demonstrable skills in analysing information and resolving problems (A,I)
- Able to work as part of a team, using own initiative when required (A,I)

Desirable

- Good ICT skills
- Ability to prioritise work, using risk assessment techniques

Commitment

Essential

- Work flexibly and outside normal office hours (I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council