

Job Description

Job Title	Streetworks Inspector
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	7
Competency Level	1
Salary	£40,777 - £46,142
Job Type	Hybrid
Location	Liverpool Citywide
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A7072

Job Purpose

To undertake the inspection, recording and reporting of Street Works permits, highways infrastructure and surface defects in accordance with Street Works and other highways legislation.

To ensure compliance with the NRSWA and enable the Council to hold utility providers accountable for their works on the highway network.

Directly Responsible For:

Not applicable

Directly Responsible To:

Streetworks Manager

Main Areas of Responsibility:

- To be responsible for the day-to-day inspection and enforcement regimes for statutory Street works, and report on conditions to bring about improvements
- Carry out and record category A, B & C inspection in line with relevant legislation (NRSWA)
- Identifying and reporting and recording utility defects on the public highway
- To download inspection data collected either electronically or in paper form
- Meeting representatives from utilities companies to agree defects and remedials as required by legislation
- Supervise the activity of utilities on the highway network
- Assist in the development of traffic management measures and plan as required
- Support the resolution of customer complaints and queries by providing detailed information
- Advise utilities, council staff and contractors undertaking private openings on the technical aspects of the NRSWA including materials specification and construction methods detailed in the NRSWA Code of Practice for reinstatements
- Check that both supervisors and operatives present on-site carry NRSWA accreditation

- Operation of NRSWA street works noticing system, including interrogation / investigation of Street Works or Skips, Scaffolds, Hoardings, Materials placed on the highway
- To be conversant with and maintain knowledge of the Highways Act 1980, NRSWA Act 1991, Traffic Management Act 2004, codes of practice and current legislation as it relates to the Councils responsibilities
- To ensure that the Statutory Undertakers adhere to Health and Safety legislation in relation to both on site working practices and aspects associated with work on the highway and safety of the travelling public. In particular to ensure that Chapter 8 of the Traffic Signs Manual is adhered to
- Close down site contravening any legislation to Health and Safety
- To represent the council in court if required, to defend claims against the authority
- Liaise with other internal departments and external organisations and staff to coordinate works and operations

Supervision and Management Responsibility:

- No supervisory or line manager responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

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 role requires working:

- In adverse weather conditions
- Outside of normal working hours
- Using own or organisation motor vehicle (car or van)
- By manual handling cones, measuring wheels and / or paint spraying

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

- 5 GCSEs Grade A - C (including Maths and English) or equivalent experience (A)
- Current, full UK driving licence (A)

Desirable

- Accreditation under the New Roads and Street Works Act 1991 or be willing to undertake supervisory accreditation in accordance with S67
- Highways Inspector accreditation or equivalent

Experience

Essential

- Experience in the field of Roads and Street Works, including monitoring of utility works (A,I)
- Knowledge and use of the Permit Scheme compliant street works system (A)
- Experience of working within a Network Management / Street Works environment (A)
- Experience of supervision of utility reinstatements (A,I)
- Experience of identifying defects and implementing change in accordance with NWRSA 1991 and associated codes of practice (A)

- Experience and knowledge of NRSWA 1991, Highways Act 1980, and Chapter 8 of the Traffic Signs Manual (A,I)

Desirable

- Knowledge and experience of inspection procedures and standards
- Knowledge of the National Permit Scheme
- Experience of the New Roads and Street Works Act 1991 and the Traffic Management Act 2004, and their associated Codes of Practice
- Experience and knowledge of Liverpool's highway network

Skills/Abilities

Essential

- Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public (A,I)
- Able to attend evening Committee, public and other work-related meetings (A,I)

Desirable

- Knowledge and skills in the use of GIS equipment and software
- Developed analytical skills to analyse and interpret complex information or situations to produce solutions or strategies for the short to medium term
- Maintain and update knowledge of road and street works legislation
- Excellent IT skills, able to use MS Office packages
- Effective planning, organisational and administrative skills with the ability to work to deadlines with minimal supervision

Commitment

Desirable

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

Other

Essential

- Be flexible to respond to events during 'Out of Hours' (A,I)

