



JOB TITLE:	Highway Safety Inspector		
GRADE: JOB CODE:	G8 TE1S03990	SERVICE AREA:	Highway Maintenance
REPORTS TO:	Senior Highway Inspector	LOCATION:	Env Services Depot. 200 Pelsall Rd WS8 7EN
SPECIAL CONDITIONS:	<div><div></div><div><div>1. Must hold a full UK driving licence.</div><div>2. Will sometimes be required to work outside normal office hours, including weekends, Bank Holidays and other unsociable hours.</div><div>3. Will be required to walk considerable distances sometimes in excess of 8km on an ongoing daily basis. This will also involve carrying equipment relating to highway safety inspections such as Personal Protective Equipment, hand held PDA devices, measuring wheels, road marking spray.</div><div>4. Will be required to work on site at any location within the borough of Walsall.</div><div>5. Must be prepared to work alone on site and in the office with limited supervision.</div><div>6. Must keep abreast of the latest technical development in highway maintenance techniques, the Highway Maintenance Code of Practice, the New Roads and Street Works Act, the Traffic Management Act, Chapter 8 of the Traffic Signs Manual and any amending legislation of Regulations and Acts</div><div>7. Hold a NRSWA Street Works Supervisor qualification</div><div>8. Hold a Construction Skills Certification Scheme (CSCS) certification card</div><div>9. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers</div></div></div>		
<div><div>1. Main purpose of the job role:</div><div>Under the direction of the Team Leader to contribute effectively to the performance of the Highways Maintenance team in carrying out the following activities:</div></div>			

1. To undertake a programme of walked or driven highway safety inspections on both public highway and non highway sites within the borough of Walsall to provide the Highway Authority with legal defence under Section 58 of the Highways Act 1980.
2. To inspect the highway network in accordance with the Council's Highway Safety Inspection Manual and to identify, assess, and mark up on site any highway defects that meet or exceed the intervention thresholds for actionable repair. Including the assessment of risk for individual defects exercising personal judgment and discretion to identify the appropriate defect risk category in accordance with the Council's Highway Safety Inspection policy.
3. To be responsible for managing personal workload and priorities in a manner that ensures that the highway network is inspected at the required frequency.
4. To complete accurate records of highway safety inspections in electronic format on the Councils Highway Maintenance Management System and on portable hand held computer devices, including the recording of defects in a spatial manner using GIS.
5. To raise and issue works orders to contractors including the preparation of bills of quantities.
6. To be responsible for clerical and administration work in connection with the post, using computerised recording, storage and analysis systems such as the Microsoft Office suite of programmes, iShare, Alloy and other such systems.
7. To monitor expenditure against fixed budget profiles and ensure expenditure does not exceed budget allocations.
8. To check and verify incoming invoices and applications for payment from both internal and external sources.
9. To prepare correspondence, reports, letters and legal evidence to effectively execute the functions of the service and where necessary represent and defend the Council in court and legal proceedings.
10. To provide evidence, including records of highway safety inspections in support of the Council's defence of Third Party Claims.
11. To investigate complaints and reports of highway defects received from the public and Council Members.
12. To deal with customer and Council Member complaints and enquiries by telephone, in writing and email ensuring that at all times they are dealt with in an efficient manner in accordance with Council service standards.
13. To represent the Council at meetings including site meetings with members of the public and Council Members.
14. To prepare documents, reports, plans, calculations and statistical data in relation to the work and activities of the Team, including Freedom of Information and Environmental Information Requests.
15. To carry out routine, sample and defect inspections of statutory undertaker and highway works activities ensuring compliance with traffic management Chapter 8 of

the Traffic Signs Manual and to ensure that highway reinstatements are carried out in accordance with the New Roads and Street Works Act and HAUC specification.

16. Liaise with statutory undertakers and attend site meetings where necessary.

17. To issue Fixed Penalty Notices for any offences followed up by recording and reporting as necessary.

18. Monitor and report on the placing of scaffold, materials, skips and hoardings on the public highway.

19. To comply with instructions issued by the Team Leader Highways Maintenance or his/her nominee.

2. Role specific duties and accountabilities:

- To assist with the delivery of services provided by the Highway Maintenance Team with particular responsibility for reactive highways maintenance, highway safety inspections and from time to time to provide support with the inspection and control of statutory undertaker's activities on the highway.
- The post is a combination of site and office-based activity.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within their areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.		3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.		3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.		3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.		3
Abilities/Skills:		
Experience in site supervision and management of highway works.	S/I	3
A working knowledge of temporary traffic management arrangements for road works and Chapter 8 of the Traffic Signs Manual.	S/I	3
A working knowledge of computerised Highway Maintenance Management Systems used for ordering highway works and managing Highway Safety Inspections.	S/I	3
A working knowledge of hand held computerised devices in connection with Highway Safety Inspections and the recording of highway defects, including the recording of defects in a spatial manner using GIS.	S/I	3
Have knowledge of the Code of Practice for Highway Maintenance Management, with particular regard to Highway Safety Inspections.	S/I	3
Ability to organise and monitor financial expenditure against budget profiles.	S/I	2
Ability to manage comprehensive and accurate record systems and compile statistical data.	S/I	2
Good IT skills and working knowledge of the Microsoft Office suite of programmes including Word, Excel.	S/I	3
Ability to operate computers, fax machines, photocopiers and printers.	S/I	3

Ability to communicate effectively in writing, including letters, email correspondence, reports and legal evidence.		I	3
Ability to communicate effectively orally with members and the general public and represent the Council in court when defending third party liability claims.		I	3
Able to be a team player and meet personal and team deadlines.		S/I	3
An understanding of customer care initiatives and demonstration of a commitment to them.		S/I	2
Knowledge and understanding of Equal Opportunities principles and practice.		S/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
A minimum of 3 years experience in a highway engineering environment.			
Evidence of continuous professional development (where applicable)			
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Minimum entry requirement: - HNC in a civil engineering discipline or significant experience in a highway engineering environment. NRSWA Street Works Supervisor qualification and Construction Skills Certification Scheme (CSCS) certification.			
Other Essential Requirements			
Awareness of, and commitment to, confidentiality and handling data		I	2
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			
Prepared by:	Richard Pohribnyj Highway Asset Manager	Date:	February 2025