

Job Description and Person Specification

Job title:	Technician (Highway Safety Inspector)
Directorate:	Place
Service:	Environment
Team:	Asset Management
Post number:	02571
Salary grade:	E-F
Work location:	Market Street, Newbury
Reports to:	Principal Engineer
Supervises:	Not Applicable

Job Purpose

To contribute to the delivery of Environment Services in West Berkshire, in particular, the maintenance of the public highway.

The role is key to ensuring the Council meets its obligations under the Highways Act 1980 ensuring the safety of West Berkshire's highway network. The role is integral to:

- Ensuring compliance with Section 58 of the Highways Act 1980; the Council's Highway Safety Inspection Policy; and national guidance.
- Defending the Council against third party claims.
- Protecting the highway asset.

Main Duties and Responsibilities

Under the direction of the Principal Engineer:

You will be responsible for carrying out routine and cyclic inspections of the highway network to identify defects which pose a risk to highway users. The role is responsible for deciding on what actions are then required to be taken to make safe or rectify those defects.

Inspectors use handheld computers to receive and record inspections. Working outside for long periods of time in all weather conditions is also part of the role. The role requires you to do a lot of walking and driving on a daily basis in different parts of the district. Making accurate records and working to strict guidance and timescales are also major requirements of the role.

The role may also require you to interact with the public and deal and respond to customer complaints. You will also be required to undertake claim investigations, provide witness statements, and represent the authority in a court of law.

Promote equality as an integral part of the role, treating everyone with fairness and dignity.

Comply with West Berkshire Council health and safety policies, procedures and rules, taking reasonable care of self and others.

Adhere to the standards set out in the West Berkshire Council competency framework.

Scope (impact on/control of resources, people, money etc)

No responsibility for staff or budgetary control.

Person Specification

Qualifications	Essential/ Desirable
GCSE Grade C or equivalent in English and Mathematics.	Essential
ONC (or equivalent) in Civil Engineering.	Desirable
Experience	
Experience of highway maintenance and construction.	Desirable
Experience of carrying out inspections in line with highway safety inspection policies and procedures.	Desirable
Experience of using computers and Microsoft Word, Outlook and Excel. Experience of using GIS software would be desirable.	Essential
Experience of working as part of a team.	Desirable
Experience of working to both individual and team deadlines.	Desirable
Experience of delivering excellent customer service.	Desirable
Knowledge and understanding	
Working knowledge of highway safety inspections and the defense of highway claims for breach of Section 41 Highways Act 1980.	Desirable
Skills and abilities	
Good organisational skills including, prioritising workloads, decision making, time management.	Essential
Effective written and oral communication skills.	Essential
Good attention to detail and skills which demonstrate thoroughness and accuracy in completing tasks.	Essential
Able to adapt to the challenges of constantly changing operational requirements.	Essential
Work-related personal qualities	
Ability to recognize and develop opportunities for service improvement.	Desirable
Other work-related requirements	
Committed to continued professional development.	Desirable
Full driving license and able to drive a West Berkshire Council vehicle.	Essential
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	Essential
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No