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| **INSPECTION OFFICER****SALARY GRADE: HBC6 18-23** | Halton Borough Council resourcing@halton.gov.uk |
| Working at Halton |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture: * Working Together – building fantastic relationships with colleagues and customers
* Continuous Improvement – keeping great service delivery at the heart of everything we do
* Personal Growth – learning, growing and developing ourselves
* Accountability – doing what we say we are going to do
* Inspiring Leadership – positive roles models and leading by example

*To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)**We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**Aside from working with a great team, our employees have access to a fantastic range of benefits, including:* A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
* Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
* 3 x Salary Life Cover via Local Government Pension Scheme
* Investment in your personal development
* Free Car Parking at HBC sites
* Flexible / hybrid working arrangements available
* Extensive employee benefits platform including discounted shopping, car leasing, gym memberships, wellbeing hub and Employee Assistance Programme.
* Essential Monthly Car User Allowance

*For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* |
| About the Job Inspection of the highway to ensure that it is maintained in a safe and usable condition for all users and in compliance with all relevant technical and legislative standards. |
| More specific responsibilities include:* Undertake regular routine inspections on foot or by vehicle of the public highway recording all defects and general condition such that the Council's defense provided by Section 58 of the Highways Act 1980 is not compromised.
* Regularly inspect the Borough's public highway and those private highways under the Borough's control (as directed by the Principal Officer) to locate defects and areas likely to cause danger to users of the highway, maintain accurate records and initiate remedial work.
* Identify and report potential highway health & safety issues, providing full information, to the appropriate colleague, to include 'A' boards, obstructions, damaged crash barriers/lighting stock and overgrown vegetation.
* Carry out investigations and surveys and evaluate data and results in connection with the service's programmes of work and those resulting from requests or complaints.
* Assist in team scheduling and the preparation of annual programmes of works, including identifying priority roads and footpaths from within your inspection area.
* Maintain accurate records of inspections carried out.
* Prepare and serve notices of inspections carried out and defects identified.

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| * Provide support to the Senior Engineer in administering, planning and implementing Temporary Traffic Regulation Orders as a result of maintenance works including communication with the public/ businesses, assessment of impact and arranging alternative access routes/diversions as necessary.
* Assess, prioritise and arrange for remedial treatments for all defects, both on a planned and reactive basis including arranging for the repair of urgent defects.
* Identify solutions, prepare estimates, work packages/schedules and issue instructions, orders and notices for the implementation of works to outside contractors.
* Liaise with contractors and third parties to ensure that repair or reinstatement is completed within agreed timescales and to agreed standards.
* Carry out site visits and collect photographic evidence for the defence of insurance claims against the Council both internally to the Council and its insurers and where necessary appear as a witness in actions against the Council.
* Support the development and maintenance of Halton's Highway Asset Management Plan by liaising with and providing information to the Highway Asset team.
* Provide information and advice and respond to enquiries in connection with the service's areas of work.
* Assist in the preparation of reports and briefings for submission to the service's management team and the Council's Executive and Policy & Performance Boards.
* Liaise with elected Members, partner organisations, utility companies, other stakeholders and the public in connection with the work of the service.
* Maintain a working knowledge of current standards and practices in connection with the requirements of the post.
* Represent the service at meetings in relation to the service's programmes of work.
* Provide cover out of hours for highway emergencies and duties in respect of the highway winter maintenance service as necessary (premium payable).
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.
* 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.
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| About You You will have a HND in an engineering discipline or similar relevant technical qualification or experience |
| In addition you will have:Experience of highway inspection or site investigationExperience of working with contractorsExperience of delivering good customer serviceSome knowledge and understanding of highway and traffic statutory requirements and relevant legislationBasic knowledge of highway construction methodsProficiency in standard MicrosoftOffice IT packagesGood verbal and written communication skills Ability to prioritise workAbility to work independentlyAbility to managing relationships with a range of stakeholdersAs this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. |
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