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| fImage210937259  **fImage8180115277** | | | | **JOB DESCRIPTION** | | | **Form**  **JD1** |
| **JOB TITLE:** Senior Adoptions Inspector | | | | | **POST NUMBER:** 1100DHT | | |
| **REPORTS TO:** | | | | | Principal Development Control Engineer (Adoptions) | | |
| **DEPARTMENT:** Network Management | | | | | **GRADE:** 9 | | |
| **JE REF:** | | | 4268 | | **PANEL DATE:** | 17/09/2019 | |
| **1.** | **MAIN PURPOSE OF JOB**  To assist the Principal Development Control Engineer (Adoptions)and Adoptions Engineer manage the highway development and adoption functions/activities of the Council to facilitate the safe use of the public highway for the benefit of all road users.  The key purpose being to assess and inspect the standard of works being undertaken during the construction of prospectively maintainable public highway and works within the existing highway. | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i | Provision of a responsive customer service to programmed and un programmed activities or emergency works, which arise within the public highway or prospectively maintainable public highway ensuring that said works are undertaken;   1. in accordance with highway legislation, other legal requirements and the councils specifications (substantially without referral) 2. in a manner which ensures the safety of the travelling public | | | | | |
|  | ii | Liaison (including meetings with) with developers and contractor's working within the highway or affected by works within the highway. Such liaison will include advising or instructing on the need to amend, review or submit further details to the council in pursuit of achieving works to the Councils design and construction specifications (substantially without referral). | | | | | |
|  | Iii | Undertaking condition surveys of existing highways in order to identify potential damage arising from development activities (without referral). | | | | | |
|  | Iv | Preparation of plans and issuing of instructions in connection with the above. | | | | | |
|  | v | Produce regular reports in a number of formats to update office based staff and other council officers as to the progress and status of development sites and highway works. | | | | | |
|  | vi | Supervise the Assistant Highway Adoptions Inspector core responsibilities, tasks & duties. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - Direct: 1 Indirect: 0  Post holder has one day to day supervision responsibility but not full line-management responsibility for the Assistant Highways Adoptions Inspector.  On site, must advise other council employees (highway operatives) and external contractors, with regards to codes of practice, specifications and Health & Safety legislation without referral. | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  As required the post holder will survey, inspect development activities and agree methods of working on or adjacent to the public highway. They will be required to use their discretion and knowledge in order to enable development to proceed whilst protecting highway users, maintaining the free flow of traffic and protecting the interests of the highway authority.  For example prior to the commencement of works and upon completion of works the post holder will be required to undertake condition surveys of the surrounding highway. This will protect the highway authority from costs incurred in making good any damage caused by development and ensure that the highway remains safe to use by all highway users.  Effective co-ordination of activities on the highway maintaining the free flow of traffic and protecting the interests of the highway authority. Due to the nature of the highway network in York and the requirement to continually adapt this resource to increasing demands, this requires well thought out yet prompt responses. Must be able to demonstrate own initiative through decision making and working with minimal supervision. E.g. When a developer (or the council's highway department) has programmed works which would temporarily reduce traffic from two-way to single flow on a principal road, swift co-ordination and recommendations are required to prevent the road from becoming congested. Negotiating with the developer and contractor to ensure the effective co-ordination of the works whilst minimising the impact to members of the public.  The nature of highway development will regularly include works which have yet to receive formal council technical approval but are nevertheless proceeding; the postholder will need to be aware of the risks this can present to the council and ensure a robust approach in order to monitor the activities in a live situation and collate this as a formal record; this process requires adaptation the particular circumstances; an example would be when road construction is underway in an area where ground conditions are unproven; the postholder will need to prepare adequate records and liaise with the developers site engineer to advise on exactly what information the council require and caution that additional works may be required subsequently. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * Internal * External   Has daily supervisory contact with Assistant Adoptions Inspector.  Has daily contact with contractors, developers and utilities to establish that works are in accordance with approved specifications; substantially without referral.  Regular contact will also involve external partners, including developers, their contractors/consultants and on occasion the general public, often to resolve difficult issues, such as negative impacts arising as a result of development activities (noise, vibration, mud on highway, damage etc). Such contact will be verbal and written, with the majority being direct, however with reference to line management. This includes advising developers and their representatives of a need to take some form of action.  Contact will require sensitivity, tact and persuasion. The postholder will also be required to foster good working relationships with developers and their contractors.  For example, relaying to the contact directly, both in person and through  electronic communications, that work undertaken has not been to the necessary standards. A such they will instruct them that they will need to change their proposal(s) in order that they would be deemed acceptable to the council as Highway Authority. An example would be directly informing the developer/contractor that materials intended to be used in road construction would not be accepted by the authority.  The post holder will need to clearly and precisely relay these comments to the contact and their representatives to set out the Council's position.  Use and misuse of the public highway is a contentious matter that many people have views on (parking, obstruction, new developments, traffic flows, etc) because of the effects this has on their lives. Hence, the post holder must have excellent communication skills in order to demonstrate patience, remain polite and professional when dealing with contentious and complex issues such as argumentative or upset members of the public, both face to face and on the telephone; an example would include seeking to alleviate a complaint/concern raised by a member of the public, which can include contact/referral with council members; the post holder would meet the complainant (usually on site) to seek to understand the issues and endeavour to explain the councils stance and advise what actions the council is able to undertake; in such situations the complainant can be aggravated; the post holder will demonstrate calmness, tact and diplomacy. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  Discretion  The post holder is required to ensure that development proposals are carried out in accordance with plans and specifications as agreed with the Authority. As problems arise on site, can authorise for work to be carried out as necessary, using their own knowledge and understanding in the absence of approved plans and specifications.  Consequences  Compliance with approved plans and specifications results in highways being constructed to the necessary standards thus minimising the future maintenance liabilities of the Authority and ensuring the highway is safe to use by all highway users, where works have progressed on prospectively adoptable land, reduces the risk of abortive works.  Discretion  Co-ordinate traffic management requirements for development, including on principal roads.  Consequences  If the traffic management is not co-ordinated effectively the highway could be negatively impacted, causing disruption to highway users.  Discretion  Inspection of works highlights that ground conditions are below those envisaged; discuss what options are available and advise based upon experience and local knowledge, the anticipated council requirements.  Consequence  A requirement to amend and increase highway specifications will be contrary to the development programme and will result in increased costs; however determining a solution that the council (highway authority) will be able to approve and reduce its future liability is of significant importance. | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  The post holder has no direct accountability for any financial or physical resources other than a vehicle for the purposes of the normal business of the post and normal office equipment e.g. IPad, camera, mobile phone, measuring wheel together with personal safety equipment (hard hat, jacket, safety boots). Value up to £2,500 excluding the value of the vehicle. | | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context**  **Work demands**  The Principal Development Control Engineer (Adoptions) and Adoptions Engineer issues post holder’s work, which is mostly of a planned or regular nature, though some matters may need immediate attention. Has to manage priorities with a varied workload and whilst being subject to interruptions by phone, e-mail and the general public throughout the day.  **Physical demands**  The post holder must be able to walk at least a mile during all weather conditions, carry equipment and be capable of undertaking site inspections of developments at all stages of the planning and development process. A driving licence is essential.  Physical demands  **Working conditions**  Normal working conditions are outside and site based, in order to investigate issues and carry out inspection/surveys. The normal working environment will be on live building sites or where highway improvements are being undertaken. As previously mentioned, in all weather conditions and at a variety of locations, e.g. agricultural, industrial, residential etc.  **Work context**  Site work generally involves lone, and in some cases remote locations. Work is carried out on or adjacent to both busy and high speed roads, live building sites or in adverse weather conditions, therefore a degree of risk is present and the post holder must be aware of the actions required to minimise these risks.  In an office and site based context, the post holder may encounter aggressive and abusive behaviour in relation to telephone calls, or personal visits from aggrieved developers, their representatives, or members of the public. Tact and diplomacy are often required to diffuse situations. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  The post holder shall preferably be educated to a minimum level of ONC or equivalent level in highway/civil engineering, or other related discipline with Streetworks accreditation.  In addition they should also be able to demonstrate:   * Preferably have at least 5 years experience as a Highway Inspector. Must have gained, through experience, an ability to assess the acceptability of highway construction for a wide range of developments; relevant experience in highway/civil engineering, drainage or other related discipline. * Comprehensive knowledge of highway construction techniques and specifications including the ability to consider and generate adaptations or range of options. * Certificate in New Roads and Street Works Supervising course * Be in possession of or be able to successfully attain the relevant Construction Skills Certification Scheme card to ensure access to all sites * Ability to communicate effectively, both written and orally * Good interpersonal skills and the ability to work within a multi-disciplinary team * Be computer literate in a range of standard programmes * A commitment to the development and delivery of customer centred services * Excellent organisational skills, self-motivation, and ability to meet deadlines. * Capable of impartial and objective judgement. * Ability to resolve difficulties using diplomacy and negotiation skills. * Ability to accurately interpret maps, plans and other information. * Hold a current driving licence   In addition they should also be able to demonstrate:   * Have experience of working with developer's, contractor's and their representatives, in relation to traffic, highway or development matters. * Experience in assessing temporary traffic management schemes and a clear appreciation of the practicalities of constructing initiatives within a live highway network. * Have a good understanding and maintain up to date knowledge of relevant legislation, codes of practise, construction industry standards and criteria. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  **Principal Development Control Engineer (Adoptions)**  THIS JOB  Other jobs at this level;  Jobs reporting up to this one: Assistant Highway Adoptions Inspector | | | | | | |