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Slough Borough Council
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Highway Inspection Officer

Job Description

Position Pay Level: 5
Position Pay SCP: 13 - 23
Salary: £31,153 - £36,700 **(inclusive of Local Weighting Allowance of £1,130 per annum)**
DBS requirement: Basic
Reports to: Network Lead

Responsible for: Inspecting and maintaining the adopted highway network, dealing with public enquiries, site meetings with member of public, councillors and utility representatives. Defending local Authority in court cases for compensation claims. Auditing and supervising contractor work.

Financial Responsibilities: None but will support Slough Borough Council in reaching a sustainable future and significantly improve transactional workflows with residents, lowering costs for the Council.

Main purpose of Job:

The Highways Inspection Officer inspects the adopted highway network and street furniture, identifies defects and arranges remedial works to help keep highways safe and well maintained. The role oversees contractors' work, maintains accurate inspection records and responds to enquiries and complaints from residents, councillors and utility companies. It also provides evidence to support the Council in highway-related insurance claims and court proceedings.

Main Accountabilities:

- Inspection of all highways and street furniture on foot, record all defects and recommend action/treatment required.
- Ordering works and supervising completion of same.
- Check invoices for accuracy of payment and conduct technical audit.
- To record all data either manually or electronically from inspections and act within guidelines set down on remedial action necessary for immediate hazards.
- Inspections of public Highways work including the keeping of accurate records to measure excavation and reinstatement.
- Represent the Council in court when defending personal injury claims or prosecuting the Council on Highway offences.
- Supervising the works of contractors, including ensuring Health and Safety requirements are always complied with minimization of traffic disruption.

- To liaise and work closely with other sections of highways, transport, planning, building control and legal department.
- Issue section 81 notices to public utility companies.
- Assess, measure and cost drop kerb applications.
- The investigation of complaints made by the public kept essential photographic and written records.
- Providing information for the writing of reports to insurance companies and letters to general public.
- To conduct pre/post works surveys to promote the service, as required, in line with Network Management Plan.
- To provide analysis and feedback for the needs of the service.
- Site meeting with councilors and members of public.
- To perform any other duties that may be required that are commensurate with the post.

Person Specification:

Highway Inspection Officer

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Minimum of 2 years' experience in Highway engineering environment.	E	A/I
	Use of computer applications covering work processing and spreadsheets and engineering applications.	E	A/I
	Experience of dealing facing face to face with general public, councillors and utility company representatives.	E	A/I
	Experience of dealing with highway enquiries and highway litigation & insurance claims.	E	A/I
	Experience of issuing electronic work orders within allocated budgets.	E	A/I
	Experience of working in an effective and supportive team environment.	E	A/I
Skills and abilities	Ability to work under pressure and demonstrate a flexible approach to meeting the priorities of the post.	E	A/I
	Information technology skills for utilising the resources (people/equipment/budget)	E	A/I
	Ability to manage own time and work alone.	E	A/I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
	Good negotiation skills.	E	A/I
	Effective time management- able to prioritise, plan and meet deadlines.	E	A/I
	Able to identify area of need, trends and support changes to practice, policy and procedure.	E	A/I
	Ability in making independent, rapid and important decisions commensurate with level of authority.	E	A/I
	Ability to manage and control expenditure within set guidelines, plan and monitor costs.	E	A/I
Knowledge and understanding	Good technical knowledge of highway maintenance and construction techniques.	E	A/I
	Knowledge of Highway law and Health & Safety legislation.	E	A/I
	Knowledge of work contracts and based on schedule of rates and bill of quantities to work out accurate estimates.	E	A/I
	Good knowledge of council policies (e.g. drop kerb policy, grass verge protection policy, shop frontage policy) to deliver high standard service.	D	A/I
	Knowledge of NRSWA act and traffic regulations to deal with the contractors and to assure safe traffic management system.	E	A/I
	An understanding of equal opportunities and methods of applications within this job.	E	A/I
Qualifications	5 GCSEs or equivalent relevant qualifications with at least 2 years' experience.	E	A/I
	NRSWA inspection certification.	D	A/I
	Evidence of commitment to continuous professional and personal development.	E	A/I
	Valid driving licence and own transport.	E	A/I