

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

<b>DEPARTMENT</b>	<b>Transport</b>	<b>POSTHOLDER</b>
<b>SECTION</b>	<b>Highways and Traffic</b>	<b>GRADE PO1</b>

#### **POST DESIGNATION:- Streetwork Inspector**

##### Purpose of Job:

To be responsible to Streetworks Coordinator:

- i) Responsible for the provision of guidance and support in accordance with all current street works legislation. Services provided include:
- Street works coordination as applied to National Permit Conditions
  - Drafting Temporary Traffic Management Orders for Utilities and devising traffic diversions
  - Deputise for co-ordinators at of coordination meetings with 3rd parties.
  - NRSWA and TMA technical and operational guidance/ advice
  - EToN Support / Data plotting and analysis and reporting
  - Managing street works in accordance with the statutory obligations.
  - Section 81 NRSWA (Defective apparatus) monitoring/ chase up on-going repairs.
  - Monitor defect inspections/target inspections/investigatory inspections.
  - Charges / FPNs / Breach of National Permit Conditions
  - Dispute resolution
  - Represent the Council in co-ordination between external TfL and internal teams.
  - Onsite inspections and site meeting.
  - Liaise with the Secretary of State for Transport on traffic order making.
  - Effective use of processes to ensure efficient income generation from licencing and penalty charging.

Manages up to 0 directly managed staff.

Manages up to 5 indirectly managed consultancy/contracting staff.

##### Main Duties:

- I. Maintain the Electronic Street Works Register database (SYMOLOGY/ Aurora) and migrate information into other databases. Receive and raise EToN notices in Symology ensure inspections are prompted, information is correct and chase the utility to repair their apparatus within the required timescales.

2. Produce regular inspections and income reports associated with NRSWA including sample, defect, section 74, and lane rental charges. Raise draft invoices including all relevant information for charges incurred by works promoters and liaise with management and the works promoters to reach agreement on charges. Extract and prepare invoice statements and supporting documentation to make charges for the above work. Produce regular reports associated with monitoring the NRSWA.
3. Contribute to the monitoring of revenue expenditure on NRSWA and London Permit Scheme and assist in preparation of revenue income reports.
4. Contribute to the preparation of the regular audit analysis of all street work licences, payment records and electronic documentation for signature by the appropriate manager.
5. Input data and extract data in accordance with agreed procedures.
6. Support the production of financial and non-financial reports associated with aspects of the NRSWA including sample, defect, section 74, and lane rental charges.
7. Produce routine technical and non-technical reports associated with the NRSWA.
8. Carry out financial work that underpins the recovery of fees / charges arising from the work of the team, e.g., prepare invoice statements and supporting documentation to make charges for the above NRSWA work.
9. Keep up to date with all legislative changes developing expert knowledge concerning street works and highway law, construction, signing and guarding.
10. Assist in the monitoring of income and revenue expenditure on NRSWA and London Permit Scheme and produce regular financial monitoring information reports, e.g., for highways licences and traffic order income or other functions carried out by the team.
11. Monitor and inform external parties e.g., Geoplace the governments national electronic system for a single, definitive geographic database.
12. Support the Network Coordination Manager and the Streetworks Coordinator(s) in developing new procedures and / or the use of IT with a view to making the information management systems more efficient.
13. Maintain and update process and work-stream documents relevant to the work undertaken by the Network Management Team.
14. Take a lead on site visits to inspect and resolve legislative breaches for charging.
15. Regularly monitor and resolve any reinstatements to maintain structural integrity and the quality of the public highway.
16. Regularly monitor in progress sites for compliance, safety, and adherence to the codes of practice relevant to NRSWA.
17. Assist Street Works Coordinator(s) with highways licences Skip/Hoarding/Crane/Scaffolding and provide a cost for the deposits and carry out pre/post inspections.
18. Assist Street works Coordinator with the assessment of Parking suspensions and give approval/refusals as required.

19. Monitor, inspect and intervene as necessary to ensure third party highway works, including reinstatements, are undertaken in accordance with relevant legislation and codes of practice.
20. Maintain a good level of communication with other inspectors so as to set the standards for all defects, inspections, Fixed Penalty notices and Section 74's completed within the borough and the neighbouring boroughs.
21. Maintain a duty of care over sites to make sure that there is safe Signing/Guarding to the standard required by the codes of practice.
22. To supervise and allocate work to administrative staff as and when required.
23. Carry out medium level physical work as and when required to ensure site safety. This involves the picking up and movement of barriers, cones, signs, and equipment in all weather conditions.
24. Support the Network Coordination Manager and the Streetworks Coordinator in advising Highways Staff on the procedures associated with Street work licences.
25. Assist and attend meetings as required and on occasion in the absence of the Network Coordination Manager and the Streetworks Coordinator.
26. Deal with enquiries and routine correspondence effectively in accordance with the Council's and the Directorate's procedures and policies.
27. Assist in the preparation of reports and other correspondence in connection with the role.
28. Make arrangements on behalf of the team and liaise with other Council departments and outside organisations.
29. Investigate, attend, and respond to public complaints and complaints from Councillors and MPs in a timely manner.
30. Undertake other work appropriate to the level and general nature of the post's duties. Work across the full range of the Unit's functions, as required.
31. To be responsible for the safekeeping and usage of handheld devices and equipment.
32. Be available to provide a continuous emergency highway roster. Represent the council at incidents that occur out of normal office hours that impact the borough road network and safety of the public. This applies 365 days of the year, with a maximum two-hour response time.
33. To undertake any other work appropriate to the level and general nature of the post's duties.
34. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
35. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency." (For managers and supervisors).

36. To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures. (Appropriate for PO4 and above jobs only)
37. Responsible for providing mentoring opportunities to junior staff (e.g., graduates, apprentices etc.) (May be suitable at various grades, but mandatory for jobs PO4 and above)

*This post does not require a DBS.*

38. To undertake supervision/management of staff as and when required. (May be suitable at various grades, but mandatory for jobs at PO3 and above)

You may be required to undertake alternative, additional, or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the post-holder normally reports: Streetworks Co-ordinator