

**MORAY COUNCIL
JOB DESCRIPTION**

(1) JOB IDENTITY

POST TITLE :	Asset Inspector	DEPARTMENT :	Economy, Environment & Finance
SECTION :	Roads Maintenance	LOCATION :	Ashgrove Road, Elgin
REPORT TO :	Asset Co-ordinator	POST NO :	tbc
GRADE :	6		

(2) JOB PURPOSE AND WAY OF WORKING

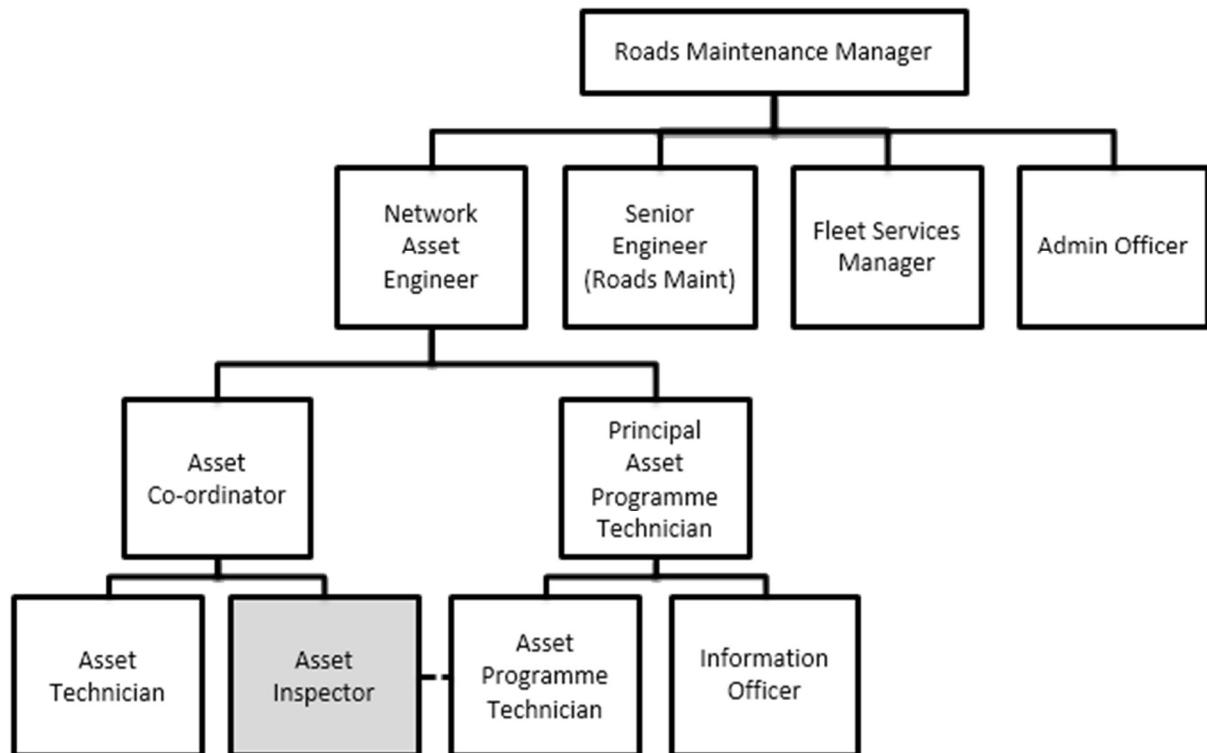
Member of a team carrying out the functions of statutory road safety inspections; Instruct defects repairs; Assist Area Technicians; Ensure statutory undertakers/contractors comply with Streetworks Regulations; Investigate customer enquiries and complaints; Assist with traffic surveys; Assist with Roads Construction Consent inspections and compliance checks; Carry out asset collection and condition recording.

(3) MAJOR TASKS

- 3.1** Undertake Inspections of Roads Maintenance Assets
- 3.2** Support and Assist the Asset Programme Technicians
- 3.3** Undertake Inspections of Statutory Undertakers Works
- 3.4** Support and Assist the Transportation Team
- 3.5** Assist with Traffic Surveys
- 3.6** Investigate and Respond to Enquiries and Complaints
- 3.7** Assist with the On-Site Road Construction Consents Process
- 3.8** Undertake Asset Collection and Condition Assessments

(4) REPORTING RELATIONSHIPS

This job is highlighted



(5) DUTIES TYPICALLY INCLUDE

5.1 Undertake Inspections of Roads Maintenance Assets

- 5.1.1 Carry out scheduled Safety Inspections of adopted carriageways, footways, cycle tracks and car parks, including associated assets such as signs, lines, street lights around Moray (rural inspection are driven and urban inspection are walked)
- 5.1.2 Use the asset management system to report defects and raise Works Orders for repairs, such as carriageway / footway defects, drainage issues, worn road markings, damaged signs, street lights etc
- 5.1.3 Liaise with Technical Supervisors regarding defects and repair solutions
- 5.1.4 Liaise with Asset Programme Technician regarding any significant issues found during the inspection.
- 5.1.5 Liaise with Third Parties (e.g. Landowners, Contractors, etc) regarding any issues of concern cause by their works and record in the Asset Management System
- 5.1.6 Maintain inspection records on the Asset Management System.
- 5.1.7 Accurately record on-site information using a data capture device (such as camera, tablet, smartphone, etc), for use in developing work programmes and use as legal evidence.
- 5.1.8 Provide statements to solicitors / legal representatives, attend pre-trial conferences and give evidence on behalf of the Council in court proceedings.
- 5.1.9 Provide holiday and sickness cover for other Asset Inspectors
- 5.1.10 Ensure health and safety issues are adequately addressed to minimise risk to self and others.

5.2 Support and Assist the Asset Programme Technicians

- 5.2.1 Report concerns regarding the long term condition of the road network to Asset Programme Technicians to assist with upkeep of the Reserve List of Works
- 5.2.2 Liaise with Asset Programme Technicians and assist with the preparation of works programmes

(5) DUTIES TYPICALLY INCLUDE

- 5.2.3 Liaise with Asset Programme Technicians regarding enquiries, carry out investigations including meeting with members of the public, landowners etc, and reporting back with findings

5.3 Undertake Inspections of Statutory Undertakers Works

- 5.3.1 Carry out scheduled inspections of Statutory Undertakers works and ensure compliance of Regulations and approved Codes of Practice.
- 5.3.2 Use the Scottish Road Works Register (SRWR) to plan and log inspections of Statutory Undertaker works
- 5.3.3 Meet with Statutory Undertakes and Contractors to discuss traffic management, reinstatement requirements etc.

5.4 Support and Assist the Transportation Team

- 5.4.1 Investigate and discuss Road Opening applications with Traffic Engineer and third parties where required.
- 5.4.2 Monitor any Road Occupations (such as skips, scaffolds, cranes, etc) and temporary traffic signals, and confirm that appropriate permits are in place

5.5 Assist with Traffic Surveys

- 5.5.1 Assist with traffic counts / surveys as required
- 5.5.2 Assist with the set-up, maintenance and removal of traffic counters when required
- 5.5.3 Assist with the set-up, maintenance and removal of speed awareness signs when required

5.6 Investigate and Respond to Enquiries and Complaints

- 5.6.1 Monitor the Asset Management System for enquiries requiring investigation.
- 5.6.2 Investigate enquiries and provide customer feedback, either by correspondence, site meetings or telephone
- 5.6.3 Prepare basic reports of observations for Asset Programme Technician and Management when required
- 5.6.4 Identify and recommend appropriate corrective action in areas where repairs have not been carried out to the required specification

5.7 Assist with the On-Site Road Construction Consents Process

- 5.7.1 Liaise with the RCC Co-ordinator regarding any issues related to RCC sites
- 5.7.2 Carry out occasional RCC inspections to assist Technical Officer
- 5.7.3 Provide holiday and sickness cover for Technical Officer

5.8 Undertake Asset Collection and Condition Assessments

- 5.8.1 Undertake asset collection and condition surveys on Roads Maintenance assets, such as drainage systems, culverts, gullies, vehicle restraint systems, street lights, etc, and record results in the Asset Management System

The above is intended to provide a clear but concise statement of the present Major Tasks and Activities of the job. It is not an exhaustive list of all the detailed duties.

Author's Signature :

Validator's Signature :

Postholder's Name :

Signature :

Supervisor's Name :

Signature :

MORAY COUNCIL

PERSON SPECIFICATION

Post: Asset Inspector

Department: Economy, Environment & Finance

Date Specification Completed: June 2021

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
(1) Experience	Experienced in road construction A practical knowledge of road maintenance and street works related issues and solutions.	Experience and knowledge of road safety inspections Experience and knowledge of risk based approach to inspections
(2) Education & qualifications*	Good knowledge of English and basic Maths. Full driving licence	City and Guilds or SVQ in road construction, or similar Approved highway inspectors training course HAUC Supervisor accreditation
(3) Skills/abilities (general)	A good working knowledge of office software applications such as Word, Outlook and Excel. Experience of using web-based systems and apps Good oral and written communication skills with the ability to deal effectively with members of the public, contractors and their representatives Ability to communicate effectively to enable inspection data to be clearly interpreted.	Ability to effectively use highway-related IT packages and databases.
(4) Skills/abilities specific to post*	Ability to prioritise tasks. Ability to work, on own initiative, to a strict timetable to meet deadlines. Ability to accurately quantify and take site measurements Ability to risk assess roads related defects.	Knowledge of the Roads (Scotland) Act 1984 and the New Road & Street Works Act 1991 Knowledge of relevant Codes of Practice Experience of providing evidence and expert advice in Court proceedings

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	Ability to interpret maps, drawings & specifications Maintain training and accreditation as required by management	
(5) Inter-personal & social skills	Ability to work flexibly to meet the needs and demands of the service, and be willing to work outside of normal hours if required. Ability to communicate successfully with a wide range of contacts and develop positive working relationships. Willingness to accept direction/delegation. Maintain a professional approach in all areas.	
(6) Working environment & physical demands	Manual and physical dexterity for working outdoors. Physically fit to walk long distances	

* Candidates will be required to show these documents if invited for interview.

Satisfactory Disclosure Scotland check required?	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Children)	YES /NO
Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults)	YES /NO
Satisfactory pre-employment medical screening required?	YES /NO