

Job Description

Department: Place and Economy

Division/Section: Peterborough Highway Services

Job Title: Streetworks Inspector

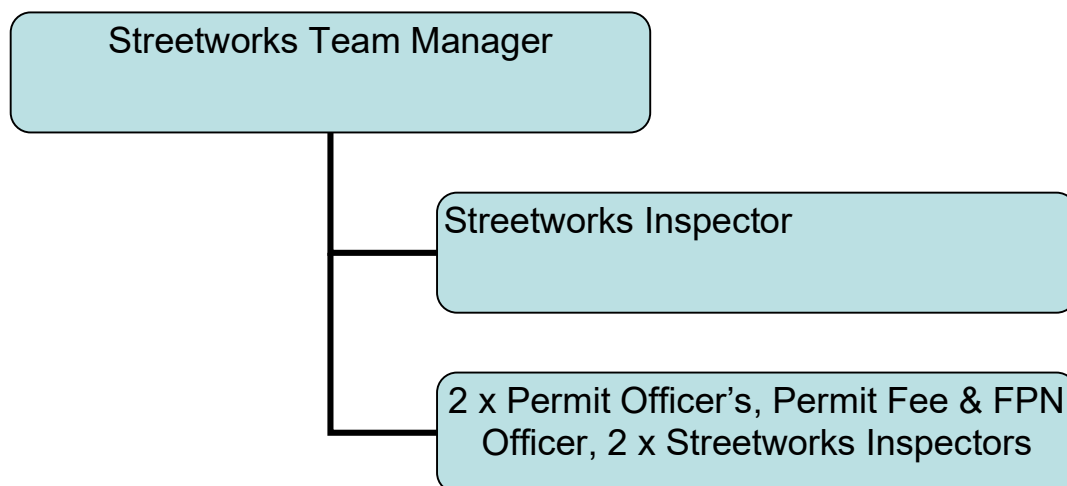
Post No: 012398

Grade: 9

Reports to: Streetworks Team Manager

**Organisation
Chart:**

Show immediate
manager and any
jobs reporting to
this post.



Regulated ☐ **Controlled** ☐ **Neither** ☒

DBS Check applicable? **Standard** ☐ **Enhanced** ☐ **None** ☒

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes ☐ **No** ☒

Line Management responsibility for: **No. of direct reports:** 0
No. of indirect reports: 0

Size of budget: N/A

- Job Purpose:**
1. To undertake the assessment, inspection, reporting and recording of all openings, both utility and private, within the highway throughout the Peterborough City Council area.
 2. To attend meetings with developers and utilities and other private companies working on the highway in advance of works taking place to provide guidance as necessary

Main Duties and Responsibilities:

- 1 To ensure the Council's Statutory obligations under the New Roads and Street Works Act 1991 (NRSWA) legislation, Traffic Management Act (2004) and Peterborough City Council Permit Scheme are fully met.
- 2 To inspect and monitor works carried out by Statutory Undertakers (Electricity, Water, Gas and Telecommunications Companies) to ensure compliance with NRSWA with regard to signing lighting and guarding, site safety and compliance with both the Codes of Practice for Inspection and Reinstatement, and the 5th edition of the Code of Practice for the co-ordination of Street Works.
- 3 To carry out inspections of a percentage of Statutory Undertaker's (SU's) works in the highway during execution of the works, following reinstatement of the works and again within the 3 months preceding the end of the guarantee period. Ensure that all reinstatements comply with minimum standards with regard to materials, surface finish and levels as per the Specification for the Reinstatements of Openings in the Highway.
- 4 To carry out both sample and defective work inspections according to the Inspection Code of Practice and input the results into a computerised system including through the use of a hand held device
- 5 To use computerised system to generate inspections schedules for prioritisation and action ensuring monitoring and review of works is repeated in all cases until a satisfactory conclusion is achieved and required standards are met.
- 6 To take "on site" responsibility for ensuring that works carried out by the SU's, their contractors, and authorised building contractors meet the requirements of NRSWA and to offer guidance on traffic management and input to minimise delays and disruption to the travelling public.
- 7 To carry out necessary investigations and provide information to SU's and other bodies in response to their enquiries with regard to the extent of "highway" land and programming work to avoid excavation in newly resurfaced roads/footways.
- 8 To "police" any unauthorised works being carried out by either the SU's, their contractors or third parties.
- 9 To provide assistance, to building contractors carrying out works such as sewer connections, with advice on traffic management and reducing impact on the travelling public.
- 10 To take "on site" responsibility for ensuring that builders skips, scaffolding and hoarding provision meets with the requirements of the relevant legislation and public safety. This will be achieved by carrying out site visits and site meetings with contractors to agree location and safety requirements. Ensure removal of any illegally placed skip/scaffolding/hoarding.
- 11 To respond to enquiries from the SU's, members of the public and fellow officers regarding works being carried out by City Council or the SU's. This will include visiting damaged/missing apparatus to ascertain ownership and repair/replacement of apparatus.
- 12 To carry out highway condition inspections prior to major SU works commencing to ensure that the surface is reinstated to the same or a higher standard.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE: 05/03/2025 **COMPLETED BY:** Kevin Ekins, Asset and Performance Manager

Person Specification

JOB TITLE: Streetworks Inspector

POST NO: 012398

GRADE: 9

DEPARTMENT: Place and Economy

HOURS 37

DIVISION: Peterborough Highway Services

DIRECTOR: James Collingridge

DATE: 5th March 2025

COMPLETED BY: Kevin Ekins

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of the New Road and Street Works Act Knowledge of highway construction and materials Understanding of the Highways Act 1980 	<ul style="list-style-type: none"> Knowledge of traffic management methods and health and safety regarding works in the highway Knowledge of Peterborough's Road Network
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to manage competing priorities and deadlines Good interpersonal and written communication skills Good organisational and record keeping skills Ability to manage own time and deliver what is required in an efficient manner Ability to work as part of team and contribute and assist other officers in their duties 	
EXPERIENCE	<ul style="list-style-type: none"> A high standard of use of various IT systems including Experience of using computerised mapping systems Experience of communicating with members of the public and other professionals including contractors and developers Experience of issuing instructions 	<ul style="list-style-type: none"> Experience of a computerised street works database system to analyse and input street works notices / permits, for example Confirm, Street Manager or Insight Experience of working within Local Government and the ability to show political

	<p>and resolving conflicts of opinion.</p> <ul style="list-style-type: none"> • Experience in using computer applications such as Microsoft 	awareness and sensitivity
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum GCSE or equivalent in Mathematics and English 	<ul style="list-style-type: none"> • ONC / HNC in Civil Engineering or equivalent • NRSWA Supervisor qualification • CSCS Supervisor accreditation
PERSONAL CIRCUMSTANCES	Driving licence required in order to travel within the Peterborough and surrounding area to various sites including those in remote locations. Use of own vehicle may sometimes be required.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care.	