

Job Description

For Engineer Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Assistant Condition Inspector	JEID	M0635
Salary Grade:	Grade E		
Team:	Policy Team		
Service Area:	County Highways		
Primary Location:	Budbrooke		
Political Restriction	This position is not politically restricted.		
Responsible to:	Design & Delivery Manager		
Responsible for:	Driven/Walked Inspections throughout the County of Warwickshire		

Role Purpose

To help provide support and assistance to senior engineering staff and the Design & Delivery Manager, to act as a driver and support the effective management of highway assets by undertaking condition survey and assessment across the County.

Role Responsibilities

- Use bespoke software, to undertake planned and ad-hoc inspections of highway assets and record condition and inventory data using a variety of survey methods.
- To accurately and safely examine roads, verges, footways, and cycle tracks in order to determine maintenance requirements.
- To assist with planning, organising and scheduling of workload and survey programme to meet the objectives of the service
- To help collect and provide information for performance and quality management reporting.
- To be responsible for the maintenance of all survey equipment, including signs, measuring devices, and the regular cleaning and day to day maintenance of survey vehicles.
- To ensure the safety and comfort of colleagues/passengers during driven assessments.
- Provide cover during periods of leave and/or sickness for the corresponding Officer, should there be a service demand.
- Promote the Council's Health and Safety at work policies and ensure these are implemented effectively with their area of works and responsibility.
- To undertake any other relevant and appropriate duties and responsibilities commensurate with the post as required, to ensure that the Council's services are run in a flexible and efficient manner.

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Assistant Condition Inspector
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Main Tasks

- To ensure the safety and comfort of colleagues/passengers during driven assessments.
- To ensure that vehicles are cleaned and maintained to comply with County Councils policies.
- Maintain accurate and clear records relating to the vehicles.
- To ensure that Health and Safety responsibilities are carried out in accordance with the Health and Safety Policy and Procedures.
- To assist in undertaking safety inspections, assessing the condition and safety of highway.
- To assist in undertake day to day maintenance and updating records, inventories, plans and other information to ensure that information and databases are accurate and complete.
- To provide support to activities as required by the service.

Section C: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Hold a current full and valid Driving Licence.	A, I, D
GCSE English and Maths, Grade A-C / 7-4	A, I, D

The ability to independently interpret and analyse varied or situations and to produce solutions.	A, I
The ability to communicate with varied audiences in person and/or writing.	A, I
ICT Experience including MS Word / MS Excel and databases.	A, I
The ability to organise own workload and deciding priorities; work to deadlines, including meeting unpredictable deadlines, and dealing with interruptions.	A, I
The ability to cope in situations where there is a demand arising from the work being undertaken.	A, I
Awareness of Policies and Procedures.	A, I
The ability to work and adopt a course of action which is not necessarily their preferred approach.	A, I
The ability to use own initiative to respond independently to problems and unexpected situations and deciding on best course of action.	A, I

Desirable Criteria

Assessed By:

Relevant experience in a highway maintenance operational environment.	A, I
Knowledge and/or experience of IT systems and their applications in a highway maintenance environment	A, I

Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

Provision of personal care on a regular basis	Driving HGV or LGV for work
Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input checked="" type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
Working at height/ using ladders on a regular/ repetitive basis	Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	Restricted postural change – prolonged standing
Night work	Regular/repetitive bending/ squatting/ kneeling/crouching
Rotating shift work	Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	Work with vulnerable children or vulnerable adults
Undertaking repetitive tasks	Working with challenging behaviours
Continual telephone use (call centres)	Regular work with skin irritants/ allergens
Work requiring hearing protection (exposure to noise above action levels)	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
Work requiring respirators or masks	Work with vibrating tools/ machinery
Work involving food handling	Work with waste, refuse
Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
Other (please specify):	