Job Description

POST IDENTIFICATION

Post Title	Project Inspector				
Grade	6	**Job Evaluation ID:**	2081c	**Date Evaluated/Reviewed**	July 2020

Service Area	City Services				
Service Team	Assets & Planning				
Responsible to	Traffic, Transport & Development Engineer				
Areas of Responsibility	Drainage Highway Improvements Highway Development Schemes				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	No
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

The Project Inspector monitors and records contractor activity on site to support the safe, timely, and high-quality delivery of drainage, municipal engineering, and highways schemes. The role involves carrying out site inspections and surveys, supporting pre- and post-contract procedures, and assisting with risk assessments and condition checks. By accurately reporting progress and identifying defects, the postholder helps maintain construction standards, manage risks, and ensure highways and drainage infrastructure is delivered as designed and fit for long-term use.

KEY RESULT AREAS

1. To inspect and monitor the progress of contractors' work on drainage schemes, highways improvement schemes, highway development schemes and municipal engineering schemes. Also ensuring that works are conducted safely and according to the design specification and contractor method statements.

2. To undertake inspection of highways and drainage schemes, including sustainable drainage, maintaining records of day-to-day contractor progress and workmanship using standard forms, photographs, schedules, etc.

3. To ensure the Development Control Officer (DCO) are notified of defects in materials and workmanship according to standard contract procedures.

4. To undertake measured inspections/surveys for drainage, highways and municipal engineering schemes.

5. To monitor traffic management layouts on developments ensuring compliance with current legislation, review TM plans/proposals, providing advice for non-compliant sites to be remedied.

6. To take and record findings of sampling of highways materials and construction

7. To assist in the discharging of the Council's statutory obligations in respect of the Highways Act 1980, New Road and Streetworks Act 1991, Land Drainage Act 1991, Traffic Management Act 2004, Flood Risk Regulations 2009, Flood and Water Management Act 2010 and the Welsh Government Statutory Standards for SuDS.

8. To investigate specific problems reported to the service area of drainage/highway defects and report findings.

9. To assist in the discharge of the Client's duties with respect to the CDM regulations, and to take reasonable care of own and others safety; to co-operate with managers / supervisors in complying with statutory health and safety duties, and to report incidents, accidents, faults etc. Red to be removed.

10. To participate in the Service Area's system for career development through broadening job experience and training red to be removed.

11. To take reasonable care of own and others safety; to co-operate with managers/supervisors in complying with statutory health and safety duties; to report incidents, accidents, faults, and to deal with complaints/enquiries, etc. red to be removed.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	**DESIRABLE**
Qualifications	• Hold a recognised qualification in Traffic Management M7 **or willing to work towards achieving within 3-6 months of appointment. Add in.** • Hold a recognised qualification in Highway inspection or willing to undertake	Hold Lantra accredited qualification in Vehicle Restraint Systems. Red to be removed. • CSCS Card holder • NRSWA Streetworks Supervisor ticket.
Knowledge	• Practical knowledge and ability in engineering and construction site practices. • Knowledge of materials used for drainage schemes, highways construction and improvement schemes. • Knowledge and awareness of health and safety requirements.	• Be a member of a relevant recognised institution in engineering or construction. Red to be removed. • Broader knowledge of civil and municipal engineering materials, practices and methods. • Knowledge and awareness of the NEC contract documents. • Knowledge of the Specification for Highway Works.
Experience	• Have experience as a Highway Inspector, Site Inspector or working in a related field.	• Have experience inspecting highway structures, safety fences, barriers, etc. • Experienced in NRSWA in terms of traffic management (signing & guarding).
Aptitude & Skills	• Be able to understand and ensure compliance with specifications, contract documentation and health & safety requirements. • Able to undertake and record measured surveys of highways and other construction-related elements. • Be able to work with others (within and external to the service) to improve local service provision. • Able to keep comprehensive, accurate and legible records of inspections and testing using digital solutions • Able to record that the works comply with contract requirements in relation to progress and specification. • Committed to further training and personal development. Red to be removed.	• Able to use modern technology for recording and communicating site records.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships

Share best practice and contribute to development of practices. Maintain a realistic and positive attitude to change.

Communicate openly, being straightforward with people to generate trust and confidence.

Use initiative to follow procedures to make appropriate decisions. Give feedback where these can be improved.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		**Desirable**			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	Not Applicable
Politically Restricted	Not Applicable
Other (including physical demands and working conditions)	Be prepared to work flexibly in respect of the requirements of the post. This will include working outside normal office hours. Able and prepared to work outdoors, irrespective of weather conditions. Hold a current, full, UK driving licence. Able to undertake site visits within the City Boundary.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

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