



Cumberland Council

Post Specification

Date	October 2023
PG Number	6809
Post Title	Highways Condition Officer
Job Family	Regulation and Technical
Job Family Role Profile	RT10
Final Grade	Grade 10

To be read in conjunction with the job family role profile

Service Area description
Economy and Infrastructure
Purpose of this post
<ul style="list-style-type: none">• To be responsible for undertaking condition surveys of the county's highway network as part of the council's safety inspection policy.• To undertake continual reassessment and provide recommendations to enable determination of inspection frequencies across the network based on its condition.• To be responsible for identification of defects and the production of schedules of defects to ensure compliance with the Councils Asset Management and Safety Inspection Policy.• To support the development of future work packages and the capital work programmes by providing ongoing condition assessments of the highways network.• To ensure that a culture of performance, safety and quality is embedded across the Highways service and provide support to others to ensure this is managed effectively.• To provide support to the overall highway service by ensuring compliance with all quality and service standards.• To assist in and make decisions as part of the claims process in rejecting/defending claims against the authority.• To carry out investigations and respond to correspondence as part of the claims process.
Key job specific accountabilities
<ol style="list-style-type: none">1. To schedule and undertake regular highway condition surveys.2. To be responsible for recording all highway defects and forwarding them for repair to the works planning team using the electronic recording system.3. To undertake highway condition safety inspections, identifying defects in accordance with stated guidelines and organising appropriate remedial works, recording information collected and action taken.4. To make an experienced, subjective assessment of the condition of each street for input into the assessment system for planned reconstruction works.5. To utilise computer programs and associated computer hardware and to assist in the development and integration of such computing support tools into the highway inspection regime.6. To attend court on behalf of Cumbria County Council to give evidence on highway related matters.7. To ensure that the team operates at optimum performance and the outputs of the team meet or exceed targets, by effectively planning and organising on site activities.8. To ensure the team operates safely and that operating rules and procedures are adhered to.9. To be responsible for the maintenance and completion of records relating to the management and organisation of the team.10. To respond to service requests and action where necessary.11. To liaise with service users, councillors etc with regards to issues within an assigned area.

12. To drive vehicles as dictated by license conditions which will include carrying out daily vehicle checks and routine maintenance directed within the CCC drivers manual.
13. To adhere to the rules for drivers operating CCC vehicles as directed by the drivers manual.
14. Ensure all operations are carried out in full compliance with health, safety, and environmental legislation.
15. Complete draft decisions for the Highways Condition Officer Team Leader to sign off.
16. To make decisions after further correspondence with Zurich when deciding to accept or defend a claim as a final decision, respond to correspondence with third parties in relation to decision making around claims and when required to meet claimants on site.
17. To complete investigations relating to claims against the authority, including looking through past records, identify and prove location, ensure mitigation of defect, gather photographic and video footage to be used as evidence and producing a report at the end of an investigation.
18. To carry out inspections on urban surfaced public rights of way.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Not applicable
Staff Management Responsibilities	<ul style="list-style-type: none"> • Not applicable
Other	<ul style="list-style-type: none"> • Information • Decision making around accepting/defending claims against the authority.

Essential Criteria - Qualifications, knowledge, experience and expertise

- Full UK Driving licence
 - City & Guilds 6033 - Highway Inspection and Monitoring
- If undertaking severe weather or winter service delivery as a Driver, then there is also a requirement to hold:

- LGV Licence Class C or C1
- Winter Maintenance NVQ 6159
- Loading shovel / Telehandler Certificate

If undertaking severe weather or winter service delivery as a Mate, then there is also a requirement to hold:

- Loading shovel / Telehandler Certificate
- Extended experience in a highway maintenance field
- Proven experience in leading and motivating staff
- Use of plant and equipment associated with the function
- Worked within a customer focused service where personal conduct is key
- Knowledge of highway materials
- Knowledge of processes associated with highway maintenance
- Knowledge in the safe use of tools, equipment and plant
- Working knowledge of health and safety within the field including manual handling
- Ability to work with a minimum of supervision
- Ability to communicate effectively with all stakeholders
- Ability to meet targets and deadlines to achieve workload
- Ability to interpret site plans and utility drawings
- Ability to program works in terms of allocation of resources
- Ability to measure up works and order materials
- Able to undertake internal/external training
- Flexible and able to travel throughout Cumbria and the surrounding areas
- Must be flexible within the teams and be willing to carry out a variety of task as necessary
- Be willing to support the service by being available for winter gritting and call out

Desirable

- HGV Class 1 or 2
- CSCS holder
- NRSWA Ticket
- Experience of working with Human Resource policies and procedures
- Experienced in producing detailed reports/paperwork
- Working knowledge of COSHH regulations

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances**Emotional Demands**

- Intense at times.

Physical Demands

- High levels of effort required.

Working Conditions

- Exposure to adverse weather conditions and exposure to waste, dirt, fumes, needles, oil, blood and very disagreeable smells.

Other Factors

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