



SWINDON
BOROUGH COUNCIL

Role Profile

| | |
|--|--|
| Job Title: S38 Inspector/Highway Agreement Clerk of Works (2021 Secondment) | Role Profile Number: Variation of EE2286 |
| Grade: N | Date Prepared: February 2022 |
| Directorate/Group: Service Delivery – Highways & Transport | Reporting to: Highway Agreement Manager |
| Structure Chart attached: | No |

Job Purpose

The day to day control of Civil & Municipal Engineering works carried out by developers and others throughout the Borough, ensuring that they are undertaken in a safe manner and that design and quality criteria are achieved and existing public highway or Borough owned infrastructure is not compromised.

Key Accountabilities

1. Oversee and when required, direct the construction of new roads, cycle-ways and footpaths, ensuring compliance with current design criteria and in accordance with the Borough Council's agreed standards.
2. Inspect and recommend for adoption as highway maintainable at public expense, newly constructed highway infrastructure, inclusive of structures, drainage and street lighting.
3. To take responsibility for the identification of non-conformity in construction and instigate and monitor remedial work.
4. Liaise with engineers and development managers to agree site driven design amendments and ensure that these are documented and recorded.
5. Produce and maintain accurate records showing site visits, inspections, directives and matters arising.
6. Instigate and organise intrusive and non-intrusive testing of materials and workmanship post construction and where necessary, direct remedial action.
7. Hold current design and layout drawings and reconcile these with those used by developers and others to ensure uniformity of approach.
8. Inform appropriate Service Areas within the Authority of construction or design issues identified that may impact upon or compromise service delivery.

Supplementary Accountabilities

1. Prepare and present site visit and defect reports relevant to the work of the post.
2. Identify the need for and convene site and office based meetings between developers, contractors and Council officers.
3. Contribute to the creation of the Council's Developer guide for highway works in Swindon

Knowledge & Experience

- Substantial experience in site and Highway construction
- Current highway design standards adopted by the Authority
- Current construction health and safety legislation relating to highway works and construction
- Use and interpretation of drawings and specifications
- Behaviour and use of materials
- Current value of highway, build, construction and maintenance costs
- Understanding the behaviour of local ground conditions, including brownfield sites and where there may be contaminated land

Qualifications

- Educated to a Diploma or HNC/HND standard or equivalent compensatory experience
- Membership of the ICOW (ideal)
- NRSWA Supervisor Accredited (required)

Decision Making

- Determination of the acceptability of new highway or improvement works for future maintenance by the Authority
- Conformity of works to set criteria and specification
- Site safety Awareness and communication
- Suitability of ground conditions and/or the extent and design of strengthening or mitigation measures
- Interpretation of contract documents and design drawings

Creativity and Innovation

- Identify and produce innovative and creative ways of overcoming site difficulties and anomalies
- Co-ordination of works, addressing the concerns of residents on newly adopted roads
- Minimising the impact of works involving both new developments and existing public highway

