



# Role Profile

| TECHNICAL INSPECTOR (ROADS NETWORK MANAGEMENT) |                                   |       |            |
|--|-----------------------------------|-------|------------|
| Reference No.                                  | A4492                             | Type  | Individual |
| Service  | Roads and Transportation Services |       |            |
| Job Family                                     | Technical 5                       | Grade | FC5        |

| Purpose   |
|---|
| To provide an inspection service in line with Fife Council's Roads Maintenance Service Standards.   |
| To ensure that roads, footways, cycle routes and footpaths are maintained to a safe standard allowing consistent safe passage of network users. |

| Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:          | Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility  | E           | D |
|---|---|-------------|---|
| Assisting the Lead Consultant and Service Manager Roads Network Management in the performance of their duties.                            | <p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at credit level or equivalent</p> <p>Educated to SCQF level 7, which includes HNC in Civil Engineering or a relevant subject or Advanced Highers or equivalent</p> | ✓           | ✓ |
| Undertaking inspections and surveys to ensure that roads, footways, cycle routes, car parks and footpaths are maintained safely.          | <p>Full UK driving licence</p> <p>Ability to travel around Fife at short notice</p> <p>IT skills (Embrace technology and information – See 'How We Work Matters' Framework)</p>   | ✓<br>✓<br>✓ |   |
| Investigating and responding to internal and external enquiries, customer complaints and other correspondence regarding service delivery. | <p>Communication skills (Focus on customers)</p> <p>Experience in dealing with the public</p>   | ✓<br>✓      |   |

E = Essential Criteria    D = Desirable Criteria

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|---|---|----------|----------|
| Liaising with other Teams and other internal / external parties as necessary.   | Relevant roads experience within Local Government   | ✓        |          |
| Preparation of patching programmes, routine and minor maintenance works.  | Understanding of Roads Scotland Act 1984 & New Roads And Street works Act 1991  | ✓        |          |
| Assisting in the coordination, administration, licensing, management & enforcement of activities affecting the road.  | Team working skills (Work together)   | ✓        |          |
| Assisting in roads management functions and maintenance of assets.  | Familiarity with Road Network functions and inspections (Take ownership)  | ✓        |          |
| Assisting in monitoring budgets and performance for various maintenance activities and provide information as required.   | Familiarity with civil engineering and / or roads maintenance documentation   |          | ✓        |
| Ensuring compliance with current Health and Safety legislation.   | Financial reporting skills  |          | ✓        |
| Supervising the activities of Contractors and Sub-Contractors.  | Experience in Health and Safety legislation in particular CDM   |          | ✓        |
| Producing reports and other documentation as required.  | Supervisory skills  |          | ✓        |
| Adhering to the Council's policies and procedures for good records management ensuring that the correct information is created, maintained, stored and retrieved in accordance with business need and statutory and legislative requirements. | Report writing skills   |          | ✓        |
|   | Ability to provide a regular and effective service (Deliver results)  | ✓        |          |
| Undertaking all other duties as required for the role. Duties will be in line with the grade.   |   |          |          |

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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|---|---|----------|----------|
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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results