



Job description	
<b>Job title</b>	Bridge Inspector
<b>Grade</b>	L
<b>Directorate</b>	Regeneration and Economic & Development
<b>Section/team</b>	Highways and Capital Delivery – Major Developments and Infrastructure
<b>Accountable to</b>	Team Leader (Asset Management)
<b>Responsible for</b>	Working as part of a team to manage and deliver planned and reactive works to maintain all highway infrastructure.
<b>Date reviewed</b>	November 2022

### Purpose of the Job

The Highways and Capital Delivery Service sits within the Development and Infrastructure arm of Regeneration and Economic Development, leading on all Highways related matters for the Council. The team is also a key mechanism for the delivery of infrastructure projects related to highways as part of the Major Development and Investment Programme.

To achieve this the Highways and Capital Delivery service, manages the Council's largest asset, the road network, and its associated infrastructure to the highest possible standards. In addition to ensuring the road network is safe, sustainable and ensures efficient movement of people and goods around the borough, the service facilitates investors and developers enhancing the Knowsley offer. The team helps to accelerate the delivery of housing and economic growth schemes and deliver innovative solutions that secure Knowsley's Key objectives whilst proactively ensuring developers have quality sustainable solutions to development sites and highways improvements.

The post holder will work as a member of the Highways Asset Management Team and will be primarily responsible for assisting the Highways Asset Manager in the development and delivery of projects set out to achieve the objectives of the Highways Asset Management Plan - thereby ensuring the highway environment is fit for purpose for all users.



You will need to be a problem solver able to identify innovative solutions, secure delivery and provide a proactive service that stimulates growth. You will be part of an exciting Growth Agenda to bring forward key development sites, and manage Knowsley's road network

The main purpose of the job is work as part of a team that provides:

- Development and delivery of highways improvement schemes to improve junction capacity, sustainable travel schemes and highway safety schemes.
- Manages and organises reactive maintenance to highway infrastructure
- Support to the Team Leader of Major Developments and Infrastructure, the Group Manager for Capital and Infrastructure Delivery and the Head of Service in developing and delivering the corporate vision, values and priorities of the Council, the Directorate and the services for which the post holder is responsible.
- Collaboration with other Team Leaders, Group Managers and Heads of Service to ensure that services are joined up appropriately and are aligned to the achievement of the Council's aims and objectives
- High quality customer focussed service provision throughout the Borough.

### **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- 1 Ensuring the delivery and acting as the project manager or on major schemes assisting the project manager on highway improvement schemes such as junction capacity projects, sustainable travel projects and safety projects by;
  - Writing tender documents to procure design consultants
  - Managing and liaising with the design consultant and the Council's framework contractors for civils works
  - Review of drawings and task orders produced by design consultants
  - Develop a collaborative programme and ensure that all parties achieve the deadlines that are set
  - Providing cost estimates, monitoring budgets and producing spend profiles
  - Producing detailed scheme reports to advise stakeholders on the progress of the schemes



- Developing and implementing project governance in accordance with the Council's and funder's agreements
- Keeping the scheme files up to date
- Programming and phasing the construction works so it is built safely and with the least disruption to the highway network
- Liaison with utility providers to ensure their infrastructure is not impacted by the highway works, where there are conflicts the postholder will need to programme any necessary works
- Where applicable identifying value engineering savings
- Reviewing and approving invoices associated with the project
- Ensuring and coordinating risk, safety and quality management through the project delivery

It should be noted that some of the projects will be of a significant size that this role will be responsible for may take years to complete therefore being able to manage long term projects will be necessary

2. To assist in the provision of technical and financial advice in writing or verbally to MP's Elected Council Members, Senior Managers and Highways service users regarding the delivery of specific construction projects. In addition presentations will need to be provided to obtain necessary approvals or to provide updates on the schemes.
3. To keep up to date with new materials, new developments, methods of working and the like, and where appropriate initiate research into innovative procedures.
4. Regularly update programmes, (specifically the highways maintenance programme), cost estimates and expenditure profiles, and monitor expenditure against targets.
5. To ensure that accurate financial information (including forecasting) is provided in relation to ensuring the services business objectives are met and that financial claims to funding bodies can be processed.
6. Represent the Council on highway matters as may be required at meetings with the public, agents, other local authorities, Councillors, Parish Councils, other local organisations and external bodies, always demonstrating the highest standards of customer care.
7. Supporting and assisting other Engineers in the delivery of the functions and services provided by the Highways and Capital Delivery Service, this will include the production of detailed design drawings for minor structural works or providing structures advice on larger highway schemes.



8. Carrying out programmed General Structure Inspections and managing a consultant to undertake the Principal Structure Inspections to check the highway structures stock is safe for use and fit for purpose and to provide the data required to support good management practice. In addition undertaking Special Inspections in between General and Principal Inspections if necessary.
9. Maintaining, managing and updating the Structure Inspection programme using a timeline spreadsheet that follows the guidance in the Design Manual for Roads and Bridges and the national guidance document 'Inspection Manual for Highways Structures'.
10. Recording the results of General Inspections on a Bridge Condition Indicator Pro Forma (BCI Pro Forma) indicating the current condition of each element and recommendations for scheduled and routine maintenance together with appropriate cost estimates and a photographic record.
11. Recording the results of Principal Inspections through a written report, BCI Pro Forma, photographic record and General Arrangement and Defects drawings.
12. Managing and updating the Structures Workbank spreadsheet which records the defects and recommended works that are recorded during an inspection. Using the Structures Workbank to generate a schedule of works for the coming year.
13. Manage and update the highway structures asset register used to store Inventory details (identification, location, dimensions, structural composition) and Assessment details (load capacity, weight limits).
14. Recording within the database, in addition to the authority assets, privately owned and maintained structures (Network Rail, National Highways etc) within the authority boundary even though they are not classed as an asset. Modifying the database to incorporate new data when it becomes available.
15. Inputting the details of the structures stock and the BCI information from programmed inspections every year into the Structures Asset Valuation and Investment (SAVI) spreadsheet which is used to calculate and record Gross Replacement Costs (GRC) and Depreciation Values (DRC) for the Structures Stock for the Whole Government Accounts' information.
16. Inputting and recording the data from the Inspections in line with the BCI scoring system onto a Bridge Condition Index Spreadsheet to define the condition of all elements of a structure by recording the extent and severity of any defects present and help monitor the overall current performance of a particular structure over time.



17. Organising and managing the planned and reactive maintenance of structures carried out by the Term Service Contractor on an annual basis and funded from Capital and Revenue budgets. Produce Task Orders to include drawings, BoQ, Health and Safety Information. If necessary arranging for any trial holes, CCTV, road closures or railway possessions to facilitate works.
18. Reviewing invoices and approving payment requests associated with any structures work.
19. Developing a yearly Lifecycle Plan for the management of the structures stock.
20. Reviewing and commenting on planning applications related to structures assets as required.
21. Reviewing and responding to Abnormal Loads information supplied by ESDAL (Electronic Service Delivery Abnormal Loads/Special Orders)
22. Arranging Bridge Assessments when required to determine the ability or capacity of a structure to carry the loads which are imposed upon it.
23. Reviewing and updating the emergency procedures in relation to bridge strikes/road traffic collisions.
24. Undertaking headroom surveys following resurfacing or any other highway works adjacent or underneath a structure.
25. Working with highway maintenance colleagues should there be flooding associated with a culvert
26. To work flexibly as a member of the Highway Project Team to ensure that the aims and objectives of the Highways and Capital Delivery Service are met and a high standard of service delivery is maintained.
27. To ensure the effective financial management of contracts and service level agreements with partners and contractors and to adhere at all times to the Council's scheme of delegation, financial regulations and standing orders.
28. Working with the wider Highways and Capital Delivery service to identify future highway improvement schemes and assist in bid writing to obtain funding for the works.
29. To deal with verbal and written enquiries, service requests and correspondence from Councillors, members of the public and other agencies on relevant scheme related matters.
30. Mentor junior staff within the Highways and Capital Delivery service.



31. To be part of a team developing a culture of professionalism, high productivity and managed performance
32. Understand and respond appropriately to the priorities of the Council and being aware of political sensitivities across the borough.
33. Establish positive relationships with colleagues across the Council, developing networks and contributing towards a solution focussed, business minded, public orientated and innovative culture
34. Understand and manage competing, contentious and conflicting situations in a professional manner and in the context of being mindful of the potential impact on the reputation and business of the Council
35. Implement a highly effective Customer Care attitude to customers, a proactive approach to business opportunities and an awareness of the factors on which the Highways and Capital Delivery Team success depends
37. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.
38. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.

#### **Health and Safety**

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and on site, and to monitor the effectiveness and safety arrangements and systems and promote appropriate improvements where necessary

#### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential security incidents.



## **Knowsley Better Together – Staff Qualities**

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.