THE MORAY COUNCIL

**JOB DESCRIPTION**

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| **(1) JOB IDENTITY** |
| **POST TITLE:** Inspector **DEPARTMENT:** Environmental Services  **SECTION:** Direct Services – Consultancy**LOCATION:** Council HO Elgin  **REPORT TO:** Senior Engineer  **GRADE:** 5 **POST NO: MOR07215** |

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| **(2) JOB PURPOSE AND WAY OF WORKING** |
| To inspect the Council’s assets including watercourses, flood protection infrastructure, coastal defences, harbours and bridges, recording condition and other relevant information. To assist in the planning and implementation of future maintenance work. |

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| **(3) MAJOR TASKS** |
| * 1. Inspection and assessment of Council assets including watercourses, flood protection infrastructure, coastal defences, harbours and bridges.   2. Collection, interrogation and reporting of information.   3. Preparation of work orders and supervision of works.   4. Liaise with a range of stakeholders and customers in relation to 3.1 above. Reacting to and dealing with defect reports or other problems.   5. Emergency Duties |

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| **(4) REPORTING RELATIONSHIPS** This job is indicated by \* |
| Consultancy Manager  Senior Engineer  Inspector |

*SIGNATURES AND ADMINISTRATION ONLY*

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| *Author’s Signature:  Postholder’s Name:  Supervisor’s Name:* | *Validator’s Signature:  Signature:  Signature:* | *Date:  Date:  Date:* |

JOB DESCRIPTION Cont/d ...

| **(5)** **DUTIES TYPICALLY INCLUDE:** |
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| * 1. **Inspection and recording of watercourses to assess their condition with respect to flood ris**k.      1. Inspection and recording the condition of flood protection assets..      2. Inspection and recording of the condition of coastal defences and beach monitoring.      3. Inspection of the Council’s bridgestock and input of data into a database.      4. Plan the above inspections.      5. Health and safety including risk assessments regarding inspections   2. **Collection, interrogation and reporting of information**.      1. Update systems providing information for prioritising future maintenance      2. Reporting of information to assist development a programme of works.      3. Interrogation of information to establish trends and report on performance.   3. **Drawing up programmes of work and supervision of works.**      1. Simple design and risk assessments and writing of work orders, for checking and authorisation.      2. Supervising site works and reporting.   4. **Liaise with a range of stakeholders and customers**       1. Respond to customer and stakeholder reports and enquiries.      2. Communicate with the same and provide front line customer service and support.   5. **Emergency Duties**      1. In times of inclement weather or other emergencies the postholder will be required to carry out other duties of a broadly similar nature.   **The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.** |

**THE MORAY COUNCIL**

**PERSON SPECIFICATION**

**Post:** Inspector

**Department:** Environmental Services - Direct Services – Consultancy

**Date Specification Completed:** 10 October, 2015

**Prepared By:**  Debbie Halliday

**Note:** Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

| **ATTRIBUTES** | **ESSENTIAL** *The minimum acceptable levels for safe and effective job performance* | **DESIRABLE** *The attributes of the ideal  candidate* |
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| 1. **Experience** | Practical experience of working in the construction industry. | Previous experience as a bridges, civil, watercourse or building inspector. |
| 1. **Education and qualifications\*** | Standard grade Maths and English or demonstrable educational equivalent. | NVQ/HNC in a construction related subject. |
| 1. **Skills/abilities (general)** | Computer literacy. Observant.. Willing to learn new skills. Flexible. Resourceful.  Ability to work alone with minimal supervision. To follow a programme of tasks reporting back as required. | Knowledge of database systems (WDM, CONFIRM etc)  Knowledge of GPS tools  Initiative and self-motivation. |
| 1. **Skills/abilities specific to post\*** | Driving licence\*  Basic report writing.  Knowledge of construction Health & Safety. | Knowledge of Health & Safety legislation through recognised training. |
| 1. **Inter-personal and social skills** | Courtesy, politeness and ability to listen to people’s views.  Enthusiasm.  Helpfulness | Ability to communicate well in speech and writing. |
| 1. **Health and physical attributes** | Must able to access inspection areas eg watercourses, culverts, bridges etc.. |  |
| 1. **Integrity** | Honesty and reliability. |  |

**\*** Candidates will be required to show these documents at interview if invited to attend.