



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Streetworks Co-ordinator  
**Grade:** Scale 6  
**Directorate:** Places  
**Department:** Highways  
**Responsible to:** Senior Highways Manager

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### **Purpose of the Job:**

To ensure that Rutland County Council (RCC) fulfil the statutory obligations set out by the New Road and Street Works Act (NRSWA) 1991, and the Traffic Management Act (TMA) 2004 and any associated Permit Schemes, to avoid, eliminate or reduce road congestion or other disruption to the movement of traffic on the road network.

To process and administer the production of Traffic Regulation Orders.

### **Main Responsibilities:**

1. To monitor and co-ordinate work and activities on the highway by contractors, statutory undertakers and others in accordance with the TMA 2004 & NRSWA 1991.
2. To receive and dispatch electronic transfer of notices in furtherance of the NRSWA 1991.
3. To undertake various categories of inspections take photographs, prepare site inspection reports, verbally notify and physically serve defect notices as appropriate.
4. To liaise with the emergency services and other statutory undertakers with regard to S278, S50 and traffic management related issues.
5. To prepare and provide monthly inspection reports for scheduled and ad-hoc NRSWA inspections.
6. To consult on, prepare instructions for, review, and implement temporary, emergency and permanent Traffic Regulation Orders.



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7. To monitor and resolve safety issues within the highway and to carry out road safety audits.
8. To carry out assessment of, and issuing of permits for, scaffolding, skips, advertising and obstructions/storage within the highway.
9. To carry out the supervision and control of works being carried out upon the highway.
10. Assist with the organisation of operations to clear snow from the highway and assist with other adverse weather conditions in so far as they may affect users of the highway.
11. To deal with emergencies and planned events outside normal working hours as required.
12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law

### **Dimensions**

This role is not responsible for the line management of staff.  
This role does not have direct budget responsibility.

### **STANDARD CLAUSES**

#### **1. Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Rutland County Council's and other relevant bodies training programmes and policies.

#### **2. Welfare**

You have a responsibility for staff welfare, guidance and support in conjunction with Human Resources and other appropriate staff.

#### **3. Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or



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issued by a third party for individual or collective use in the performance of your duties.

### 4. **Equal Opportunities**

You will uphold Rutland County Council's Equal Opportunities practices in accordance with the Council's Equality and Diversity Policy, to ensure the promotion of fair and high quality services to all.

### 5. **Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Rutland County Council's Customer Care Policies.

### 6. **Financial Management**

To be aware of your responsibilities under the constitution of the Council relating to financial and contract procedural rules.

### 7. **Technology**

Where appropriate you will work with computers and other new technology and associated systems as required and support staff in its use.

### 8. **Risk Management Responsibility**

You will take reasonable steps to ensure your awareness of any issues identified in strategic or operational Risk Registers that impact on, or might be impacted on by the performance of your duties. You will exercise the proper care in carrying out actions to mitigate such risks as directed by your line manager or by corporate or departmental statements of policy.

### 9. **Environment**

You will familiarise yourself and work in accordance with the County Council's environmental policies and established office and work practices, including, but not limited to, those contained on the Environmental Policies webpage on the Staff Intranet available via the Climate Change intranet pages.

### 10. **Other duties**

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which



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are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.



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### JOB REQUIREMENTS

#### **QUALIFICATIONS/TRAINING/EDUCATION**

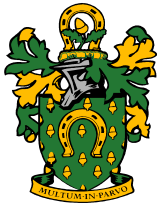
Essential	Method of Assessment *
5 GCSE's at Grade A-C (or equivalent), including English Mathematics	A/D
Experience of computer software packages such Microsoft Office	A/I

Desirable	Method of Assessment *
Accredited Highway/Streetworks Inspector Qualification	A/D

#### **EXPERIENCE/KNOWLEDGE**

Essential	Method of Assessment *
Experience of monitoring Streetworks and highway works	A/I
Knowledge of highway reinstatement techniques and materials	A/I

Desirable	Method of Assessment *
Knowledge and experience of using Pitney Bowes Confirm system	A/I
Knowledge and experience of the Traffic Management Act 2004 and the New Roads and Streetworks Act 1991.	A/I
Experience of preparing Traffic Regulation Orders	A/I
Experience of inspecting scaffold installations	A/I



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### SKILLS

Essential	Method of Assessment *
Good verbal and written communication skills	A/I
Ability to work unsupervised / alone and as part of a Team	A/I
Confident and assertive, but able to prioritise and meet deadlines in a flexible manner	A/I
Demonstrate self-motivation and a can do attitude.	A/I
Good IT skills, including the ability to develop and use spreadsheets and use a range of IT software.	A/I
Excellent oral communication skills with which to assist and advise members of the public.	A/I
Excellent organisational skills	A/I

### EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

### OTHER

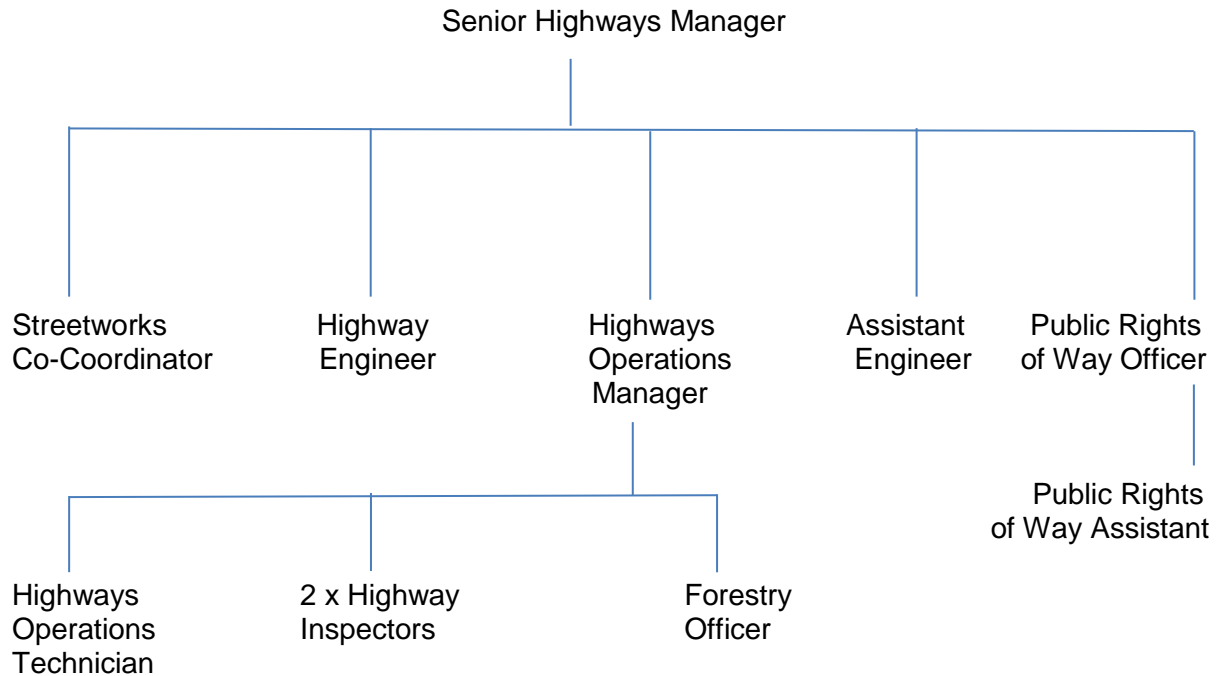
Essential	Method of Assessment *
Willing and able to work unsociable hours on occasions	A/I
May be required to join the rota for out of hours cover in respect of highway complaints, incidents and winter maintenance decisions/monitoring (24 hour at weekends and Bank Holidays)	I
Full driving licence	A/D

\* **A = Application Form**    **D = Documentary evidence**    **I = Interview**    **T = Test**



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## STRUCTURE



**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
September 2016	Up-dated	Neil Tomlinson, Senior Highways Manager
August 2018	Up-dated	Neil Tomlinson, Senior Highways Manager