PARISH OF ST SAVIOUR®

ROLE DESCRIPTION

Roads Inspector (Inspecteur du Travail des Chemins)

Role type: Elected civic office (voluntary)

Accountable to: Roads Committee (Comité des Chemins)

Structure: Two Roads Inspectors for each Vingtaine

Term: Three years, commencing 1 January following election, subject to the required oath of office

Role purpose

Roads Inspectors are the practical 'eyes and ears' of the Parish highway network. The main emphasis of the role is visual inspection: observing the condition of St Saviour's public by-roads and footpaths, recording what is seen and reporting defects, hazards, obstructions or maintenance concerns so that the Roads Committee and Parish staff can consider appropriate action.

No engineering qualification is required and Inspectors are not expected to design technical solutions. They provide reliable local observations and evidence, work closely with the Roads Committee, the Connétable and Parish staff, and also have a statutory role in relation to by-road repair works and ensuring Committee directions are followed.

Core emphasis - visual inspection and reporting

Observe. Record. Report. Escalate urgent hazards. Follow up when requested. Help check that agreed directions are carried through. Policy, budgets and collective decisions remain with the Roads Committee.

Key responsibilities

- Carry out visual inspections of the public by-roads and footpaths allocated to the relevant Vingtaine, including the annual road-fabric inspection and the two Branchage periods, together with additional inspections when reasonably required.
- Look for visible highway defects and maintenance issues, including potholes or surface deterioration, damaged paving or edges, drainage concerns, overhanging vegetation, obstructions, boundary or encroachment issues, damaged signs or street furniture, restricted visibility and other apparent hazards.
- Record observations clearly and consistently, including location, date, a brief description, photographs where useful and an indication of urgency using the Parish's agreed inspection or reporting system.
- Report findings promptly to the Roads Committee and/or relevant Parish staff, and escalate any issue that appears to present an immediate or significant safety risk without waiting for the next scheduled inspection.
- Revisit or follow up reported defects where requested and provide a visual update on whether conditions have changed or works appear to have been completed.
- Superintend repair works as required by the Loi (1914) sur la Voirie by checking that the Roads Committee's directions are being carried out and reporting concerns or apparent non-compliance. Where technical site supervision is provided by Parish staff or professional advisers, work closely with them.
- Attend relevant Roads Committee meetings when invited to explain inspection findings or local conditions, and work constructively with the Connétable, Committee members and Parish staff to support agreed follow-up action.
- Engage courteously with residents and road users, maintain confidentiality and impartiality, declare relevant conflicts of interest and place personal safety first when undertaking inspections.

What Roads Inspectors are not expected to do

- Set Parish highway policy, approve budgets or make collective Roads Committee decisions.
- Provide engineering designs, technical certification or specialist legal advice unless separately qualified and formally asked to do so.
- Commit the Parish to expenditure or instruct contractors outside an authorised arrangement.

Knowledge, experience and personal qualities

People from all walks of life are encouraged to consider becoming a Roads Inspector. No specialist highways qualification is required. The role suits people who are observant, reliable, community-minded and willing to spend time outdoors looking carefully at roads and footpaths.

- Good practical observation and attention to detail, with the ability to describe a defect or concern clearly.
- Local knowledge of St Saviour, or a willingness to learn the Parish road network.
- Confidence using a smartphone, photographs and simple digital reporting tools; training and support can be provided.
- Ability to communicate politely and constructively with residents, fellow Inspectors, Roads Committee members and Parish staff.
- Experience in highways, engineering, construction, property, planning, surveying, a practical trade, public service or community work may be helpful but is not essential.
- Experience engaging with the public, listening to concerns and communicating respectfully is also valuable.

Commitment, eligibility and appointment

The local expectation is that Inspectors take part in the annual road-fabric inspection and the two Branchage periods, together with additional inspections or follow-up visits where reasonably necessary. The role is less meeting-focused than Roads Committee membership, but depends on Inspectors being available to observe, record and report issues reliably throughout their term.

Roads Inspectors are elected by the Parish Assembly in December for a three-year term beginning on 1 January and are required to take the prescribed oath before the Royal Court. Candidates must meet the statutory eligibility requirements applying at the time of election. Parish Hall staff can confirm eligibility and nomination arrangements before a candidate stands.

The role is principally governed by the Loi (1914) sur la Voirie and operates within the directions of the Roads Committee and the wider Jersey legal framework applying to the Parish highway network.

Approved by:

Date approved:

Scheduled Review Date **October 2029**