



## **Street Works Analyst at SQS Ltd**

Scratchwood depot & office  
Stanmore Quality Services Ltd  
Scratchwood Quarry  
London Gateway Service Area  
M1 Motorway  
LONDON  
NW7 3BP

### **Overall purpose of the job:**

To manage all Street Works processes, including work stops, registrations, compliance and Partner/Local Authorities requests. To be a cross-contract support function for all Street Works related issues.

Process, record, analyse, and dispute all Defects received to the Group within the timeframes stipulated in the New Roads and Street Works Act 1991, Code of Practice for Inspections.

Location: SQS Scratchwood (office-based, with potential for hybrid working in the future)

Requirement to work 2 weekends per month (6 hours per day), paid at overtime rate.

Prior Street Works experience is essential.

### **Key Responsibilities:**

- Process Work Stops via Ontrack, various Partner Street Manager systems and Interfaces in the time frames stipulated in the Traffic Management Act 2004, New Roads and Street Works Act 1991 and targets set by the Street Works Team Manager.
- Where possible, ensuring each job is clear of any signing, lighting, and guarding, the reinstatement is complete (Road Markings, anti-skid, kerbs etc.) and there are no clear defects which fall outside of the intervention levels/specification set in the New Roads and Street Works Act 1991, Specification of Reinstatement Openings in the Highway.
- Review the reinstatement methodology of each job to ensure the reinstatement has been completed correctly, including clegg hammer tests, correct consistency of concrete and concrete reinforcement being tied into the existing.
- Process Registrations via Ontrack, various Partner Street Manager systems and Interfaces in the time frames stipulated in the Traffic Management Act 2004, New Roads and Street Works Act 1991 and targets set by the Street Works Team Manager.
- Where possible, ensuring each registration is accurate in terms of location, co-ordinates, dimensions etc.
- Identify any interim reinstatements, ensure the Contract Specific and Group Interim processes are followed before the job is closed, ensure there is authorisation from a reinstatement manager, report any dangerous interim reinstatements to the Lead Analyst, Street Works Manager and Performance Manager immediately, send the registration at the time of work stop and ensure the Ontrack interim tab is accurately updated.

- Ensure all Street Works processes have been followed before closing any jobs down, challenging where applicable i.e. Third Party Process, site clearance etc. Escalating to the Street Works Team Manager if these processes are not followed.
- Run contract specific jeopardy reports, updating the status of each job and sending these to a defined distribution list.
- Liaising with the Local Authorities where applicable to request pins to make amendments to Street Manager and requesting extension or variations to permits.
- Liaising with Planners and Reinstatement Managers to chase up jobs if they have not been planned correctly, completed within the permit expiry date or the applicable processes followed.
- Co-ordinate the end Street Works element of the Contract, ensuring the relevant procedures are followed and working with the Street Works Manager to drive better behaviours and ultimately reducing charges.
- To be a Cross-Contract support function, supporting the rest of the company with any Street Works related queries or support.
- Process, record, analyse, and dispute all Defects received to the Group within the timeframes stipulated in the New Roads and Street Works Act 1991, Code of Practice for Inspections and other relevant legislation or guidance i.e. statutory coring guide.
- Full defect management, including updating of Ontrack's Defect Module and relevant partner systems
- Liaising with Local Authorities and clients to dispute defects.