

# Job Specification

**Job Title:** Bridges Team Leader

**Grade:** g12

**Job Evaluation Code:** JGC1250

**Reporting to:** Network Manager

**Manager's Grade:** G13

**Service Area:** Highways and Transport Service

**Service Directorate:** Environment, Street Scene and Climate Change

## Overall Purpose of the Post:

The key purpose of this position within the Highways Network Management Team is to ensure the delivery of statutory duties contained within the Highways Act 1980 (and other legislation) regarding the 232 bridges, and other structural assets across the highway network in Wakefield District.

The post holder will assess, inspect, identify, promote, direct and commission programmes of work as necessary to ensure these highway assets are retained in a safe and serviceable manner.

The post holder will be responsible for managing inspections, programmes of maintenance work, and will produce specific reports pertinent to asset needs.

The postholder will manage and report on all financial matters pertinent to the Bridges Team.

The post holder will be responsible for investigating problems and requests for service from the public and other sources, identifying and communicating solutions to others including senior officers, councillors, members of the public, external bodies and landowners for potential implementation using all appropriate methods of communication.

The post holder will provide day to day operational and technical expertise and support to ensure activities on the District's structural assets retained in accordance with current legislation, and council policies.

The post will act as Statutory Technical Approval Authority for all highway structures matters affecting the highway network – both internal and external to the Council.

The post-holder will provide advice and guidance on established internal and external policy and legislation and the implementation of identified service improvements and performance within the Highways Network Management Team.

Reporting to the Network Manager and other senior officers, the post-holder will also have the responsibility for researching technical and legal developments in structures matters and advising on the implications of these and any potential opportunities for the Network Management Team and Wakefield Council.

The post-holder will represent Wakefield Council in all forums with regard to bridges and structural assets.

<b>Requirements for the post</b>		
	<b>Essential</b>	<b>Desirable</b>

<p><b>Qualifications/ Training</b></p>	<p>Degree or equivalent in Civil, Structural Engineering.</p> <p>Chartered status and member of a professional institution such as ICE</p>	<p>Confined spaces certification</p> <p>CSCS card holder</p> <p>LANTRA Certification</p> <p>IOSH Certification</p> <p>National BICS or equivalent certification</p> <p>First Aid certification</p>
<p><b>Knowledge</b></p>	<p>An understanding of pertinent legislation such as the Highways Act 1980 Traffic Management Act, Equality Act, Wildlife and Countryside Act, Health and Safety at Work Act etc.</p> <p>Extensive knowledge and understanding of the design, construction and maintenance of highway structures.</p> <p>Extensive knowledge of relevant design standards, regulations and specification for bridges and structures.</p> <p>Well Managed Highway Infrastructure – A Code of Practice 2016</p> <p>Knowledge of bridges asset management and financial specific ICT systems.</p> <p>Extensive knowledge of Statutory Technical Approval Authority duties and processes.</p> <p>NEC conditions of contract</p> <p>CDM regulations</p> <p>Extensive knowledge of Local Government working practices</p> <p>Extensive knowledge of inspection techniques and recording</p> <p>Extensive knowledge of construction</p>	<p>Knowledge of the local authority planning process and the assessment and approvals process required for various structures that may impact directly or indirectly on highway users.</p>

	<p>techniques, treatments and materials especially concrete, steel and masonry.</p> <p>Extensive knowledge of local authority procurement procedures and framework contracts</p> <p>Extensive knowledge of project management</p> <p>Knowledge of GDPR, and other data protection legislation</p>	
<p><b>Experience</b></p>	<p>Comprehensive and demonstrable experience of managing bridge &amp; highway structures inspection to current standards, policies and legislation.</p> <p>Considerable experience of delivering projects within a highway environment.</p> <p>Experience of relevant Health and Safety legislation and procedures and compliance with CDM Regulations</p> <p>Experience of using specialist bridge asset management systems</p> <p>Significant experience of budget forecasting and management techniques.</p> <p>Experience of negotiations with contractors/ developers/ landowners. Experience of dispute resolution and conflict management</p> <p>Experience of highway project and programme planning, coordination and management.</p> <p>Extensive experience of managing professional team members and supervising others in associated roles.</p> <p>Experience of working in a customer focussed environment</p>	<p>Experience of design of traffic management requirements and their processes – including liaison with Streetworks Team</p>

	Experience of working in a successful performance culture.	
<b>Physical Skills</b>	<p>Ability to input accurately using computer mouse and keyboard and a detailed depth of understanding with regards to the content and accuracy of the data recorded.</p> <p>Experience of bulk data processing</p> <p>Ability to visit site to carry out inspections, on ground that could be difficult underfoot, in remote locations, in all weather conditions and may involve lone working for some of the time.</p> <p>Ability to work at heights in controlled environments using scaffolds, ladders or MEWPs.</p> <p>Ability to drive – a full driving licence is essential.</p>	
<b>Competencies and other skills required – relevant to all levels:</b>	<p>Ability to work both independently and within a team.</p> <p>Front facing, customer focussed</p> <p>Works towards ensuring that working practices are developed to be responsive to customers and delivers best practice.</p> <p>Excellent interpersonal, negotiation and communication skills required to deal with challenging and contentious situations.</p> <p>Ability to represent the Council in hearings, legal matters and inquiries relative to bridges and structures matters.</p> <p>Ability to take ownership for policies, procedures and working practices.</p> <p>Identifies ways to bridge gaps and agrees solutions with colleagues and managers and stakeholders.</p> <p>Can demonstrate an accurate and methodical approach to budget management and financial</p>	Ability to produce simply scheme drawings using AutoCad design package.

	<p>forecasting.</p> <p>Ability to provide direction to colleagues employed in the delivery of bridges and structures matters, administrative support and general office duties and to manage a team of professional and technical officers.</p> <p>Knows what information they need to give to others, how and when.</p> <p>Able to present information clearly, accurately, concisely, professionally and in plain language in both verbal and written forms.</p> <p>Ability to present scheme proposals to senior officers, members and the public, through attendance at public meetings, committees, and inquiries.</p> <p>Makes sure they understand the implications and potential impact of a decision.</p> <p>Identifies the time in which a decision needs to be made and makes it within the timeframe.</p> <p>Is open minded, imaginative and enthusiastic about the need to change</p> <p>Ability to understand and process matters about bridges and structure related legislation and legal process</p> <p>Ability to communicate effectively in verbal and written forms</p> <p>Holds a valid driving licence.</p>	
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### **Key Outcomes/ Activities:**

Undertake duties within the Bridges Team to ensure the safe and accessible use of the structural highway assets, specifically:

1. To maintain and update a register of highway structures (bridges, culverts, subways, footbridges, sign gantries and walls) in the District.
2. To maintain and update structure records and record drawings of highway structures.
3. Manage the implementation of programmes of inspection and assessment of highway

structures.

4. Manage the implementation of programmes for the strengthening and maintenance of highway structures including the provision of feasibility studies and cost estimates.
5. To provide bridges data where relevant and appropriate.
6. Manage the Capital Budget for Bridge Strengthening and Maintenance and the Highway Structures Revenue Budget.
7. To ensure that schemes are designed and contract documents are prepared in accordance with current standards and that works are procured in accordance with Council Standing Orders.
8. Manage the supervision of strengthening and maintenance schemes and ensure that they are delivered to agreed timescales and budgets.
9. Manage the design and construction of new highway structures whether as part of a major highway scheme, a major development scheme, schemes for adoption or originating from any other source.
10. To be aware of developments in the design and construction of highway structures and research new techniques.
11. To undertake the duties associated with the Statutory Technical Approval Authority for own works and those of others.
12. To undertake the role of CDM Designer & where appropriate CDM Coordinator and ensure that activities are carried out in line with recognised safe systems of work at all times and compliance with relevant Health and Safety legislation, other council specific safety policies and procedures.
13. Ensuring compliance with relevant legislation.
14. To take responsibility for specific projects or ongoing areas of work within the Bridges Service and Highways Network Management, providing advice and direction to operatives, volunteers, contractors and land owners.
15. To assess the effects of abnormal loads on highway structures.
16. To liaise with other bridge owners carrying public highways with regard to issues which affect the highway network.
17. Undertake other duties (with competence and experience) as requested, in accordance with changing objectives.
18. To be available for call out to emergencies involving highway structures.
19. To represent the Council in discussions, meetings, hearings, legal matters and inquiries relative to bridges and structures matters.
20. To prioritise, investigate and respond to requests for service, complaints and issues concerning bridges and structures from the public and other external and internal sources.

21. Develop and implement appropriate public information / media related information on highway structures
22. Ensure that performance monitoring systems are in place to meet with managerial requirements, carry out analysis and present reports as required.
23. Manage and develop the team of professional officers delivering the Bridges service and to work with colleagues to ensure the office is professionally managed in the absence of line managers.
24. Ensure that contact with the wider Highways and Transport Service is maintained in line with appropriate procedures to ensure effective communication takes place.
25. Continuously seek to improve by reviewing existing processes and procedures when required.
26. To liaise with representatives of other council services to ensure transfer of information well maintained
27. To provide cover to other areas of work in response to changes in the workload and operational requirements.
28. Undertake other duties (with competence and experience) as requested, in accordance with changing organisational directives.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

## **Responsibility for Resources**

### **Employees (Supervision):**

Engineer - Bridges (8-10) x 1  
 Technician – Bridges (Grade 5 - 8)

The number of staff in the Section is intended to cover the basic core workload of bridge inspection and maintenance but when the workload is increased to include design and supervision of structures on major schemes for example, additional resources are required. These are provided by use of temporary contracts or other sources.

### **Financial:**

The post is responsible for managing capital and revenue budgets.

The capital budget for bridge strengthening and maintenance is anticipated to be in the region of £625,000 per annum.

### **Physical:**

The postholder is responsible for:



- Personal data and records; manual and digital files.
- Personal ICT and telecommunications equipment.
- General office equipment/supplies/stock for the service.
- Technical equipment used for the inspection of bridges and structures.
- Council owned vehicles

### **Service Users:**

The postholder will work with managers, colleagues, elected members and the general public. Also, temporary staff, contractors and external partners employed to influence, support or deliver projects for the Bridges Team and the wider Highways Network Management Team

### **Working Conditions:**

Office Based. Flexible working.

There may be a requirement to work outside typical operating hours of 8.30 to 17.00 hours. Requirement to travel to other work locations across the district.

The Council's bridges and structures are situated outdoors, and sometimes in remote and isolated locations which requires physical ability and resilience to access. The ground can be difficult underfoot especially in inclement weather conditions. The role involves lone working on site at times.

### **Characteristics of the post:**

Some weekend and nighttime working may be required, in particular when inspecting, maintaining or constructing bridges over railways.

May be required to attend meetings outside of office hours.

Council provided and maintained pool vehicles and public transport travel cards are available. The Council runs a Cycle to Work scheme and provides cycle parking and changing facilities

#### **The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

**Date completed:** 25 November 2021