

JOB DESCRIPTION

Job Title	Rights of Way Bridge Warden		
Directorate	Climate and Place		
Reporting to	Senior Rights of Way Officer - Maintenance		
Grade	12		
Evaluation ref:	AG1031	Job ref:	Family EST12
Role purpose			
Organise, monitor, and support senior colleagues in dealing with the statutory obligations to protect the rights of way within the County in relation to bridges and structures in accordance with the relevant legislation and policy and procedure documents.			
Responsibilities			
Deal with rights of way enquiries and complaints relating to bridges and structures. Investigate and deal with complaints to a conclusion. This involves a structural inspection of the site, undertaking detailed negotiations often with several landowners/agents/tenants, and taking any necessary action, i.e. preparing/assessing engineering work packages to be undertaken either by the landowner or contractors or taking enforcement action.			
Assist as necessary with the inspection programme of bridges and structures on the RoW network and take appropriate action in remedying defects.			
Plan, co-ordinate and procure bridge and structure related works in line with the Rights of Way Bridge Programme, decide work specifications, place orders, secure consents, oversee contracts (conforming to Construction Design & Management Regulations) to ensure the maintenance of the network and the cost-effective use of resources. Liaise with the Senior Rights of Way Officer - Bridges to amend the programme as necessary to align with changing parameters/priorities and update spreadsheets and relevant IT systems.			
Carry out site inspections, undertake risk assessments and take appropriate action. Prioritise work, consider health & safety requirements and the impact on users. Supervise the performance and work of contractors to ensure compliance with CDM regulations, traffic management, risk assessment and consent requirements.			
Consult with landowners/agents and organise legal changes to the rights of way network under the Highways Act. Assist with consultation and certification on changes under the Town and Country Planning Act, e.g. give an opinion on proposed path diversions. Prepare and present, as required, Committee reports in relation to key decisions, planning permissions, or path diversion proposals.			

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Ensure that temporary path closures are in place for defective bridges & structures, e.g. cordon off sites, monitor, revisit as necessary and keep office records and IT systems up to date.

Contribute to the development and continual review, of internal asset management software, in line with best practice, benchmarking and asset management principles, specifically in relation to bridges and structures.

Maintain an up-to-date knowledge in relation to CDM, habitat, traffic management and health and safety regulations is kept up to date.

Liaise and consult with landowners, interested parties and SCC Structures Team, securing contributions where necessary.

Support senior colleagues with the preparation of schedules, reports, calculations, costings, technical data, programmes of work, presentations, and briefings for internal, stakeholder and public use. Provide advice and guidance to senior colleagues, private individuals and interested parties regarding duties and responsibilities regarding bridges and structures on the RoW network.

Undertake essential duties in the absence of the Senior Rights of Way Officer I Bridges.

Impact

Contacts & Relationships

- Daily contact with members of the public, landowners, and parish councillors giving advice, guidance, and information. First point of contact with landowners to rectify any problems on the public rights of way, which involves consulting initially through use of skills of persuasion.
- Contact with Councillors and officers within other services of the County Council e.g. Highway Services, Planning, Legal Services, in giving advice.
- Regular contact with and advising land agents, neighbouring authorities, trusts, and organisations, e.g. Forestry Commission, in discussions on rights of way changes and the location of new paths.
- When dealing with the above, a considerable amount of tact, diplomacy and persuasion is required as will be dealing with public rights of way on private land.

Resources

There are more than 6000km of rights of way in the county which must be kept in a suitable and safe condition for use by members of the public and which will have to be assessed as to how they meet the present and likely future needs of the public, including their accessibility to blind or partially sighted people and those with mobility problems.

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Responsible for monitoring spend of capital budgets in liaison with the Senior Rights of Way Officer – Maintenance.

There are approximately 4700 bridges & culverts on the Somerset RoW network and possible involvement with any of these bridges.

The number of structures is estimated at over 2000. Possible involvement with any of these structures.

Knowledge / Experience / Skills

	Essential	Desirable	
Knowledge			
Good understanding of working over/in/near water, the issues that surround this and the permitting systems for project works.	E		
Knowledge of bridge/structure construction and maintenance techniques.	E		
Sound knowledge of Rights of Way legislation. Knowledge of relevant Health and Safety legislation and Risk Assessments	E		
Knowledge in the use of a wide range of IT applications, e.g. Microsoft Office 365.	E		
Good understanding of countryside and agricultural issues and the needs of various countryside users.		D	
Knowledge of/experience in the use of Microsoft Office and MapInfo or similar GIS.		D	
Experience			
Experience of working in an outdoors environment.	E		
Managing projects and site supervision.	E		
Experience of dealing with contractors.	E		
Experience of negotiating with multiple parties.	E		
Target setting and monitoring.	E		
Map reading, surveying, inspection and recording.	E		
Experience of using a wide range of IT applications to produce reports, organise works, write letters and produce presentations.	E		
Experience of bridge/structure repair and replacement.		D	

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Experience of writing specifications, contract management and raising works orders.		D	
At least 2 years' experience in Rights of Way/ Access/ Countryside Management environment.		D	
Qualifications / Registrations / Certifications			
HND level or equivalent in countryside management or related subject.	E		
First Aid Qualification Project Management Qualification Basic Engineering Qualification		D	
Skills			
Ability to communicate effectively and appropriately at all levels, both orally and in writing and to select the appropriate method of interaction. Providing the correct information to enhance understanding and facilitate decision making.	E		
Confidence, persuasiveness, tact and diplomacy in dealing with the public, farmers, landowners, agents, users, organisations such as the Environment Agency and others.	E		
Demonstrates an ability to use initiative and judgement recognising what is important, identifying sensitive issues and taking appropriate action.	E		
Able to prioritise and plan workload in line with the service's plans and programmes and to cope with competing deadlines and demands for advice/information.	E		
Ability to work with a high degree of interruptions and remain calm in difficult situations.	E		
Working Conditions			
<ul style="list-style-type: none"> Requirement to occasionally attend evening meetings at outside venues (e.g. parish council meetings). Requirement to visit remote and isolated sites throughout the County. Requirement to work alone outdoors in all weathers as necessary. Requirement to be able to swim. 			
Working Arrangements			
Somerset Council's dynamic Working Strategy will be applied to this position.			
Corporate Responsibilities			
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational			

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values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.

Date: 19 June 2024