

## **JOB DESCRIPTION**

**JOB TITLE: Area Manager**

**Reference No: P/AM 02      Job Type: Permanent, Full Time**

**Location: Highbridge      Hours: 35 per week (basic)**

**Salary: £24,657 - £33,136** depending on experience and qualifications  
(Generally in accordance with Somerset County Council Green Book Salary Structure Grade 11/10 Spine Points 27 to 37)

## **JOB SUMMARY**

The post holder will undertake the management and operation of the flood risk, drainage and water level management network across the Parrett IDB district.

The post holder will report to the Director of Operations and will work alongside the existing Engineers and Ecologist in the Engineering Department

## **PRINCIPAL DUTIES**

1. To manage the operation of the IDB watercourse network to minimise flood risk and to liaise with the Environment Agency.
2. To plan, tender, organise and control the Board's contracted out and in-house maintenance and small works programme, ensuring the optimum use of the Board's resources and plant and exercising best practice for channel maintenance works.
3. To line-manage the Parrett IDB Expenditors and Machine Operators.
4. To oversee and supervise the Health and Safety procedures and standards of work carried out by the Expenditors, Machine Operators and Contractors.
5. To act as lead person on communications and liaison with catchment representatives and ratepayers
6. To assist in the investigation of water level incidents and improvement works
7. To promote, manage and operate the Water Level Management plans where they exist or to manage water levels for drainage and irrigation to balance relevant interest groups.
8. To support the Board's development control service to ensure that flood risk and any impact on the Board's drainage and water level management infrastructure arising from new Developments is minimised and also allows the Board to meet its environmental duties.
9. To undertake and support others on the enforcement of the Land Drainage Act 1991 and Board Byelaws.

10. To be proactive in securing all available funding to supplement the normal income streams from ratepayers and special levy.
11. To follow and promote Board Flood Risk Management, technical and governance policies
12. To assist in compiling and maintaining an asset and watercourse register ensuring the information is up to date and available to all parties.
13. To undertake formal reporting to the Board and its committees both in writing and verbally at meetings.

## **MAIN DUTIES**

1. Working with the Expenditors on a day to day basis, undertaking all routine administrative activities as well as carrying out longer term personnel development and performance management.
2. Being responsible for the routine maintenance budget for the Parrett Board District, by ensuring that the Expenditors and Contractors have properly organised programmes of work and that optimum use is made of all resources available.
3. Working with Expenditors, Ecologist and local Board members to devise a specification and programme of channel and asset maintenance work across the Board's area and to undertake the procurement of all works in accordance with Board's Procurement Policy.
4. Working with the Expenditors, professional partners and users to ensure that the management of water levels for flood risk, drainage and irrigation is carried out in a timely and balanced way and to minimise any adverse impacts.
5. To investigate incidents and operational complaints and to implement revised procedure or practices.
6. To identify works for inclusion of the Improvements Programme and to assist colleagues in their development and implementation.
7. To design and implement asset repairs and upgrades as well as implementing small works schemes.
8. Working with the Expenditors, to put in place the Board's Health & Safety Policy and Procedures with appropriate Risk Assessment practices for all activities undertaken by the Expenditors and contractors.
9. Working with the Expenditors to ensure they have the appropriate competence to supervise the Boards' Contractors and also to ensure that adequate monitoring and recording of Health & Safety and works progress information is being undertaken.
10. Working with the Consortium Engineers, Ecologist and Expenditors to record existing maintenance works, develop new maintenance regimes and their costs as well as prepare revised specifications all to meet environmental duties and targets.

11. Working with Expenditors and colleagues, to assist in the population and updating of information for the Asset Register to meet operational and planning needs as well as national data recording requirements.
12. Working with colleagues in the Consortium to provide them with local advice and information on possible operational and asset improvements
13. Working with other Officers to contribute to development control and consenting which will involve contact with applicants, developers, and planning authorities. This aims to promote the interests of the Board through reductions in flood risk that should be achieved by the implementation of the National Planning Policy Framework and IDB policies.
14. Working with the Boards' Catchment representatives to take the lead on organising communication with elected representatives, ratepayers and local residents to ensure that good routes for the passing of information and feedback are available and encouraged.
15. Liaison with landowners, utilities and other interested parties will occasionally be required where the Expenditors are absent or seek assistance.
16. The post holder will also be required to prepare reports and papers for the Board and to present them at meetings.
17. As well as initiating any actions on the enforcement of the Land Drainage Acts and Byelaws, the post holder will provide assistance to the Expenditors on such matters.
18. The post holder will also be required to take part in stand by arrangements that may be put in place to respond to any out of hour's incidents as well as leading on any out of hour's incidents in the Parrett IDB or Axe Brue IDB area.

## **GENERAL STATEMENT**

The information contained in this job description is furnished to assist employees joining the Board to understand and appreciate the work content of their post and the role they play within the organisation. However, the following should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.
- Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included within the job description.

## **NOTE**

Expenditor is the traditional local job title given to part time and full time field staff of a Drainage Board in the south of Somerset. There are 3 full time and 2 part time Expenditors in the Parrett Board: they may be machine operators or site inspectors or both.