



ASSISTANT ENGINEER

Grade 7 (Spine Point 26-29)

Essential User Car Allowance

Reporting to Operations Engineer

Overall Purpose

To assist the Operations Engineer manage the Board's area to reduce the risk of flooding.

Duties, Tasks and Responsibilities

- Assist and deputise for the Operations Engineer in managing the Board's system to reduce the risk of flooding.
- Administer the winter cleansing programme, including identifying works, notifying landowners and planning resources.
- Coding and verification of weekly timesheets and plant log sheets in the absence of the Operations Engineer.
- Investigation, design and supervision of engineering projects including preparation of FDGiA applications where necessary.
- Recommendation and negotiation of purchase of plant and equipment.
- Liaising with local authorities, statutory bodies, utilities, consultants, developers and the general public on technical issues.
- Supervising of junior staff and deputising for foreman during holidays or absences.
- Investigation, assessing and supervision of applications made under the byelaws and also enforcement matters.
- Assisting in the preparation of estimates for maintenance and capital works.
- Preparation and monitoring of flip repair programme including ordering of plant and materials when necessary.
- Compliance with health and safety policy, working procedures, risk assessments and correct legislation and ensuring compliance by the workforce and contractors.
- Supervision of contractors and consultants.
- Ensuring compliance with the Board's conservation policy and current legislation.

- Calculation of Environment Agency foreign water claim in the absence of the Operations Engineer.
- Respond to emergency call out, undertake monitoring of the system, supervision of labour and other tasks as required.
- Assisting the Operations Engineer in the preparation of annual estimates for maintenance and capital works.
- Report at Board Meetings on operational and technical matters.
- Prepare and approve risk assessments, method statements and safe systems of work for tasks to be undertaken by the Board's workforce.
- Supervise and approve the Board's permit to work system in relation to overhead electricity lines.
- Inspect local authority planning and building applications and respond to Councils and applicants.
- Represent the Board at meetings with other authorities, government departments, consultants and at public meetings.
- Undertake internal training/briefs to staff and workforce in relation to new Health and Safety legislation, working procedures and Board's Policy.
- Oversee operation and maintenance of the Board's GIS mapping system, CAD and Asset database.