



Plant & Workshop Manager

Candidate Information Pack

Closing date: 4pm 6th April 2021

“We are looking for an experienced Plant and Workshop Manager who can contribute to high professional standards through innovative thinking, dedication and commitment”

Thank you for your interest in this role.

It's an exciting time to be considering a career with an Internal Drainage Board, and this is an exciting opportunity for a versatile, forward thinking, professional engineering mechanic.

As an industry Internal Drainage Board's cover 1.2 million hectares of England and 28,000 hectares of Wales. Our primary role is managing drainage, water levels and reducing flood risk in our operational areas.

The role of Plant and Workshop Manager will be key to the efficient maintenance of all the Board's plant, machinery, and workshop. All of which are essential to the delivery of our operations. In addition, the successful candidate will be responsible for ensuring the highest Health and Safety standards are met and all plant maintenance records are kept up to date.

You will work closely with the Board's Works Supervisors, Engineers and external suppliers coordinating machinery services and have an active role in the selective replacement of all plant and equipment. Therefore, experience in the selective tendering process would be advantageous.

If you believe you have the skills, experience, and commitment, we would be delighted to receive your application.



E.M. Johnson
Chief Engineer

The Witham Fourth District I.D.B.

The Witham Fourth District Internal Drainage Board covers an area of 40,928 hectares of the Lincolnshire Fens. The Board maintains 702 kilometers of watercourse and are responsible for seven pumping stations.

The catchment has significant Main River influence with the Maud Foster, East and West Fen Catchwater Drains, Stonebridge Drain, River Witham and the tidal river Haven running through and around the District.

The Board's District has 24km of Coastal North Sea frontage, with the high ground of the Lincolnshire Wolds forming the Boards most northern boundary.

Under the Land Drainage Act 1991 the Board has general powers of supervision over all matters relating to water level management within its District.

We have regular input into the planning system, consulting with developers and facilitating the drainage of new and existing developments.

We actively promote a positive culture of good environmental practice, conducting our work in accordance with a number of environmental duties. We also seek to enhance the environment through the implementation of our Biodiversity Action Plan.

The Board delivers all its operations with a fleet of machinery, direct labour and workshops.

For further information about the Board please go to our website at

www.w4idb.co.uk



The role of Plant and Workshop Manager

The following section details the primary responsibilities that the Plant and Workshop Manager will be expected to undertake:

Primary Responsibilities:

- To ensure Board's Health and Safety practices and procedures are adhered to in and around the Workshop and Depot.
- To complete quarterly safety inspections of the Workshop and Depot.
- To keep maintenance, certification and inspection records for all lifting and working at height equipment, in accordance with current Health and Safety legislation.
- To manage the service and repair of all the Board's Plant and Equipment to include; 9No. Excavators, 6No. Tractors, 2No. SPVs, 2No. Boats, 2No. Flail mowers, 2No. Front mowers, 1No. Rear mower, 1No. Volvo Lorry and Low Loader 2No. Depot pickup trucks, 4No. Tractor trailers, 13No. Vans, and various attachments.
- To respond to breakdowns and recover equipment when required.
- To implement an IT based maintenance record system for plant and workshop equipment.
- To manage the Board's rolling plant replacement program and work with the engineering team through the selective tendering of all plant replacements.
- To specify new plant arranging demonstrators, obtaining quotes, dealing with sales representatives, and arranging livery.
- To organise plant disposal sales, de-lettering and preparing machines for sale. Liaising with plant viewings, loading plant on collection.
- The ordering and pricing of general supplies.
- Perform welding and fabrication work.
- To induct and familiarize plant operators on to new machines.
- The general loading and unloading work in the depot.
- The general supervision and maintenance within the workshop and depot grounds.
- The control of stock in and out of the depot, to keep records up to date and submit monthly updates to the office.
- To cover heavy haulage HGV driving during holidays and sickness.
- To be the Certificate of Professional Competence holder for the boards operator's license in road haulage.
- To organise CPC courses for HGV license holders.

Secondary Functions

The following section details the secondary responsibilities that the Plant and Workshop Manager will be expected to undertake:

- To assist with pumping station maintenance when required.
- The manufacture, maintenance and fitting of tidal doors.
- To take meter readings of Solar panel inverters.
- The maintenance and assembly of pontoons, including loading and unloading, and securing excavator and piping pontoon legs to excavators.
- To be the Health & Safety Representative for the Depot and Workshop on the Board's Health and Safety Committee.

Knowledge and qualifications

The following section details the desired knowledge and qualifications for the Plant and Workshop Manager:

- A proven track record in workshop and plant management.
- A sound mechanical knowledge of heavy line plant and agricultural machinery.
- A sound knowledge of Health and Safety Legislation particularly the Provision & Use of Work Equipment Regulations and Lifting Operations & Lifting Equipment Regulations.
- A Certificate of Professional Competence holder for operator's license in road haulage (desired but not essential)
- A Certificate of competence in the operation of 360-degree excavators and 180-degree wheeled diggers (desired but not essential)
- A sound knowledge of tendering processes and procedures, with experience of managing potential suppliers.
- A formal mechanical or engineering qualification (desired but not essential)

Skills, abilities and experience

The following section details the desired skills, ability and experience for the Plant and Workshop Manager:

- Have experience in the service and repair of heavy line plant and agricultural machinery.
- Be experienced in heavy haulage and loading and unloading plant.
- Hold a full clean driver's license and hold a Class 1 HGV license.
- Have excellent workshop and fabrication skills.
- Be computer literate and able to use basic Microsoft Office applications.
- Have excellent time management and organisational skills.
- Have experience in operating heavy line plant and agricultural machinery.
- Have excellent communication skills and be a team player.
- Have the ability and willingness to learn and learn quickly.
- Have a can-do attitude and communicate effectively.
- Demonstrate attention to detail and sharp troubleshooting abilities.
- Have a good command of the English language.
- Have a willingness to embrace change and innovation.

Remuneration

The Plant and Workshop Manger will enjoy the following benefits.

Grade:	6 - (£33,408 - 36,996)
Hours of work:	<p>38 hours per week November to April, 07:30 – 16:00 Monday to Thursday, 07:30 – 14:00 on Friday</p> <p>April to November you will be contracted to 4 hours overtime per week, 42 hours 07:30 – 17:00 Monday to Thursday, 07:30 – 14:00 on Friday</p> <p>Additional overtime could be required from time to time and in emergencies.</p>
Leave entitlement:	Your annual leave allowance in this role will be 23 days plus bank holidays, plus three extra statutory days.
Pension:	On commencing employment with the Board you will be enrolled into the Local Government Pension Scheme (LGPS). The details of which will be made available at interview.
Place of work:	Lade Bank Depot, New Leak, Boston, Lincolnshire
Vehicle:	A 4x4 or van will be provided for use while at work, you will provide your own transport to Lade Bank Depot.
Clothing:	All works clothing and boots supplied.

Additional notes

The benefits of this role include a generous salary, pension and leave entitlement which reflects the level of responsibility this role will entail. There will be an opportunity to progress through the pay spine points, however, this will be subject to demonstrating adequate development in the role.

The nature of this role will allow the Plant and Workshop Manager the unique opportunity to shape their job role and take real ownership of the work they are involved in; this will allow them to be innovative in their approach.

This role will provide the perfect platform for the Plant and Workshop Manager to further progress their career, broadening and providing personal and professional development.

Local travel will be necessary with infrequent national travel. Overnight stays will not be required.

The application process

Contact Ed Johnson (Chief Engineer) at the Witham Fourth District I.D.B. Office on 01205 330099 for an informal conversation.

Please submit your C.V. and covering letter of no more than 500 words; detailing why you are applying for the role and what makes you a suitable candidate. Vacancy deadline no later than **4pm 6th April 2021**.

(NB please include two contacts for reference, one-character reference and one employment reference. They will not be contacted without your permission.

Applications will be reviewed by the Board and invitations to interview sent by the 7th April 2021. Interviews will be held on the 14th April 2021.

The employment commencement date will be as soon as possible or to suit the notice period of the successful candidate.

Please apply through <https://www.w4idb.co.uk/job-vacancies/>