**Upper Witham Internal Drainage Boards**

<table>
<thead>
<tr>
<th>Job Title: Land Drainage Operative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to:</td>
</tr>
<tr>
<td>Operations Manager</td>
</tr>
<tr>
<td>Responsible for:</td>
</tr>
<tr>
<td>the maintenance and improvement of watercourses and related infrastructure. Contribute to providing a front line drainage and flood protection service protecting land, critical infrastructure and property from flooding and ensuring good land drainage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hourly Rate: £10.42</th>
<th>Grade: Craftman B Lincolnshire ADA Branch White Book – pay rise pending April 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours of Work: 76 hour fortnight</td>
<td>Pension Option: Lincolnshire Local Government Pension Scheme</td>
</tr>
</tbody>
</table>

Upper Witham Internal Drainage Board is part of a joint administration for 4 Boards **Upper Witham, Witham First District, Witham Third District and North East Lindsey Internal Drainage Boards**. The 4 Boards are independent statutory authorities providing flood risk management and land drainage services within their respective districts.

The Boards’ primary role is to provide front line drainage and flood protection service within the greater Lincolnshire community. Protecting land, critical infrastructure, commercial and residential property from flooding and ensuring good land drainage. Much of this work involves the maintenance and improvement of watercourses and related infrastructure. The Boards supervise all matters relating to water level management within our district whilst supporting and promoting sustainability, ecological wellbeing of the environment, agriculture, industry and commercial assets.

The 4 Boards, Witham First District, Witham Third District, Upper Witham and North East Lindsey Internal Drainage Boards, maintain over 1000km of watercourses and 56 pumping stations as well as many smaller water level management structures within their drainage districts.

In addition to the shared administration, managerial and technical support, 3 of the 4 Boards also provide a consents and enforcements service to Lincolnshire County Council, the Lead Local Flood Authority (LLFA) since April 2012, in their extended rainfall catchments.

You will be required to work in a small team of 9 Land Drainage Operatives providing a front line drainage and flood protection service for **Upper Witham Internal Drainage Board**, protecting land, critical infrastructure and property from flooding and ensuring good land drainage.

The Boards are committed to providing and promoting consistent excellent service through the employment of highly skilled flood risk management professionals who demonstrate commitment and provide high quality services. Strong and consistent relationships between employees, built on mutual respect, have been fundamental to the on-going success of our Boards. Our achievements as Public Bodies are a direct reflection of the effort, commitment, knowledge and skill of our people.

You will become a valuable member of a small team where flexibility is essential for all team members. Our established team of staff work collaboratively supporting the 4 Boards, we are confident that there is scope within our Boards for you to develop, grow and establish an interesting career.

**The purpose of this role**

To be part of an established team who maintains 300km of watercourses, on 61 watercourses within Upper Witham Internal Drainage Board’s drainage district.

The role will involve during the summer season the full range of Land Drainage Operative’s duties. You will operate a Midi Digger for weed cutting, a tractor and rear mounted flail to maintain the flood bank tops. You will be part of the winter maintenance team, whose duties include the bushing and chipping of trees and bushes which grow along the watercourses, watercourse re-profiling and bank slip repairs amongst other interesting maintenance duties. These watercourses mainly run through private land, therefore you would have a duty of care and respect for private land owner’s property, crops and wildlife.
Flexibility is essential in all staff and you must be willing to adapt your skill set to a broad range of seasonal operations. You may be required to assist with a diverse range of duties within Upper Witham’s workshop.

The role requires the individual to be self-motivated, flexible, capable of working on own initiative as well as working as part of an established team. You will be required to work regular evening and Saturday overtime during the weed cutting season and during periods of significant and/or prolonged rainfall. You must be willing and available to respond swiftly to call-out requests.

The team of Land Drainage Operatives are based at the IDB’s depot on Meadow Lane, North Hykeham, Lincoln. You are expected to undertake duties at any location in and around the Board’s drainage district and will be provided with a works vehicle.

This is an essential and pivotal role which enables the Boards to achieve their organisational goals and objectives. You are required to work in harmony, supporting colleagues, becoming a key member of an effective team. You will uphold and comply with the organisations’ policies and the law in relation to Health and Safety, Financial Regulations, Equal Opportunities, Data Protection and other adopted Policies and Procedures. The post holder will also undertake other duties and responsibilities commensurate with the status of the post as may from time to time be required by the wider team.

Upper Witham Internal Drainage Board operates a nine-day fortnight, local government pension scheme and provides a commercial works vehicle.

Upper Witham Internal Drainage Board prides itself on developing its employees’ skills set, therefore opportunities for further training will be assessed, supported and reviewed through our annual personnel development process in order to maintain excellent standards of customer service and employee job satisfaction.

**Key Areas of Responsibility**

- Operating midi digger and/or tractor with rear mounted paddock flail and/or a trailer
- Operating machinery with a variety of attachments
- Chainsaw work
- Strimming of banks, water courses, pumping station compounds, depot
- Operating a chipper
- Bank Slip repairs
- Remove obstructions from culverts, grills and runs
- Building maintenance
- Assisting others in the workshop duties
- Assisting in pumping station duties i.e. clearing weed screens
- Develop and maintain excellent team and wider team communication systems
- Day to day management and maintenance of machinery and operating equipment
- Manage, maintain and review record keeping in electronic and paper format
- Ad-hoc projects and tasks as required by the Director of Operations and Engineering Services, Operations Manager and Foreman
- Respond to public enquires in a professional manner
Qualifications, Knowledge, Skills, Experience

**Essential**
- Full clean driving licence
- Ability to swim
- Proven experience in tractor driving, flail operator, excavator and middi digger are essential
- Proficient in reading maps and plans
- Required to undertake physical manual labour
- Able to manage, maintain and review record keeping
- Good standard of general education, literacy and numeracy skills
- Experience of working as a lone worker whilst remaining engaged and highly motivated
- Experience working as part of a high performing team
- Enjoy working outdoors and work with pride
- Able to work alongside watercourses
- Willingness to respond to short notice call out requests
- Willingness to work regular overtime, unsociable hours and extended hours as required
- Frequent extensive walking on rough ground and uneven terrain to inspect watercourses and structures
- Flexible and adaptable within the working environment
- Ability to see opportunities, develop and improve working practice to ensure efficiency to deliver the best possible service
- Excellent teamwork skills to enabling the Board to work flexibly and cooperatively

**Desirable**
- Construction Industry Training Board qualified for excavator operations (CITB)
- Strimmer certificate
- Trailer certificate (if required)
- Chainsaw certificate
- Spraying certificate
- Experienced working under overhead power cables
- Experienced using powered hand tools, ie strimmers, chainsaw, woodchippers
- Reasonable knowledge of networks and villages around the Lincoln and Grantham area

**Equality and Diversity**

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation including the Disability Discrimination Act 2005, the Equality Act 2006 and the Race Relations (Amendment) Act 2000 and to:

Act in ways that support equality and diversity and recognises the importance of people’s rights in accordance with legislation, policies, procedures and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences and choices in working with others and delivering appropriate services.
- Recognise and report behaviour that undermines equality under the Boards’ policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others’ different perspectives and recognise the diverse needs and experiences of everyone they come into contact with.

With the support of managers develop an equality and diversity objective through the personal development review process.
**Confidentiality**

Confidentiality/Data Protection regarding the personnel information and Board activity must be maintained at all times (both in and out of working hours). All staff should ensure they are familiar with and adhere to all Board privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously and appropriate disciplinary action taken.

**Freedom of Information**

In accordance with Freedom of Information and other associated legislation, the Boards may be required to make public recorded information available upon a request, or do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

**Health and Safety**

All employees have a duty to take reasonable care to avoid injury to themselves or others and to co-operate with the Boards in meeting statutory requirements.

**Records Management**

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g. paper, tapes, computer information, etc. which have been created or gathered as a result of any IDB activity. All individuals within the Boards are responsible for any records they create or use. Please ensure that records are retained in accordance with the policy and procedure and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

**Information Quality**

All staff must ensure complete and accurate data is collected to the highest standard at all times. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose.

**Change of Job Description**

The duties outlined above are not intended to be exhaustive and may change as the needs of the department/organisation alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Boards.

**Interested Applicants**

The post holder’s contract of employment will be with Upper Witham Internal Drainage Board and will be based at Meadow Lane, North Hykeham, Lincoln.

Further information is available via Upper Witham IDB’s Website: [www.upperwitham-idb.gov.uk](http://www.upperwitham-idb.gov.uk) or for an informal discussion please telephone our Operations Manager Ian Coupland 07719 042680

Applicants are invited to submit a curriculum vitae, outlining relevant skills and experience, together with a supporting application letter, **by 12 noon on Monday 20th March 2017**. Please note only applicants invited for interview will be notified. Interviews for the Land Drainage Operative role will be on **Wednesday 29th March 2017**

Applicants (with email and phone contact details) please marked **Private for the attention of Sarah Walden, HR Consultant, or by email to:**

Upper Witham Internal Drainage Board,
Witham House,
J1 The Point,
Weaver Road,
Lincoln,
LN6 3QN.
Or, email your applications to [Sarah.Walden@witham3idb.gov.uk](mailto:Sara.Walden@witham3idb.gov.uk)

---

Form 001  | ISS 2  | March 2017