



SOUTH HOLLAND INTERNAL DRAINAGE BOARD

IS LOOKING TO RECRUIT A DRAINAGE OPERATIVE WITH CONSTRUCTION EXPERIENCE

South Holland Internal Drainage Board is looking to recruit a Drainage Operative to join their workforce to undertake ditch maintenance works and construction works, as directed by the Operations Manager/Working Foreman throughout the South Holland Internal Drainage District. This position includes emergency and call-out duties, as required. A valid CSCS blue card, CPCS card and/or NPORS card is desirable. Some knowledge of Drainage Board operations is desirable.

The positions come with a competitive hourly rate plus an attractive benefits package. There are also opportunities for overtime and career development.

To apply for this position please download an application pack from our website: <https://www.wlma.org.uk/career-opportunities/>. Please return your completed application by email to info@wlma.org.uk or alternatively to the Board's office at Marsh Reeves, Foxes Lowe Road, Holbeach, Spalding, Lincs, PE12 7PA by no later than 14 June 2018.

30 May 2018

SOUTH HOLLAND INTERNAL DRAINAGE BOARD

JOB DESCRIPTION

Job Title: Drainage Operative (Construction, Excavator driver, General Duties)

Qualifications: Full clean driving licence

Current CSCS blue card, CPCS card, and/or NPORS card with experience using 360 excavator

New Road and Streetworks Act Operatives qualification

Knowledge and experience of construction works

Responsible To: Operations Manager, Working Foreman, and Working Lead Hand

Responsible For: Nil staff

Summary of Duties

As a member of the Direct Labour Organisation you will undertake maintenance works as instructed and to the standard detailed by the Operations Manager/Working Foreman/Working Lead Hand to ensure that the Board's systems function adequately to manage the water levels within the South Holland Internal Drainage District and in accordance with the Board's Health and Safety and Environmental Policies.

Detailed Responsibilities

Construction Works

- Groundworks at Pumping Stations and at other locations as required.
- Installation of culverts, headwalls, inspection chambers etc within the Board's watercourses.
- Piling works.

Weedcutting

- Clearing weedgrowth from the channel of the watercourse using an excavator and depositing material on drain bank top.

Flailing

- Cutting weedgrowth from the banks of the watercourse using a tractor and flail.

Reforming/De-silting Works

- Reprofilng/De-silting of watercourse to original design standard, using an excavator, as specified by the Board's Engineering Department.

Depot/Yard

- Loading/unloading of materials.
- Collection and transportation of materials to site.
- Miscellaneous site duties.

Plant and Equipment

- Ensure that all plant and equipment that you are using is safe and that the relevant checks are carried out and forms filled in and concerns or issues are reported to the Operations Manager/Working Foreman/Working Lead Hand.
- Liaise with the Operations Manager/Working Foreman/Working Lead Hand to ensure that you have all the necessary equipment and materials available to carry out your duties.
- Completion of vehicle log sheets and plant log sheets.

Environmental

- Ensure that you undertake all works in an environmentally sensitive manner in accordance with the Board's policy.

Health and Safety

- Attend any training courses deemed necessary by the Board.
- Comply with the Board's Health and Safety Policy at all times and actively carry out a dynamic risk assessment before performing any task.
- Comply fully with the lone working procedures.

Miscellaneous

- Pruning and/or removal of trees and bushes on drain banks.
- Accurately log the condition of drains and structures, reporting any problems/damage (e.g. slips) to the Operations Manager/Working Foreman/Working Lead Hand.
- Participation in the duty rota to ensure that 24/7 cover is provided during a flood event.
- Any other duties that you are reasonably requested to do.

<h1 style="margin: 0;">APPLICATION FORM</h1> <h2 style="margin: 0;">SOUTH HOLLAND INTERNAL DRAINAGE BOARD</h2>
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POSITION APPLIED FOR: Drainage Operative (Construction, Excavator Driver, General Duties)

The following information will be treated in the strictest confidence.

PERSONAL

(Please complete this section in BLOCK CAPITALS)

Surname:		First Name(s):	
Address:			
Contact Tel. No:	Mobile Tel No.		
Full Driving Licence:	YES/NO	Endorsements:	*YES/NO
* If YES, please give further details including dates.			
Are you involved in any activity which might limit your availability to work or your working hours e.g., local government?			YES/NO
If YES, please give full details.			
Are you subject to any restrictions or covenants which might restrict your working activities?			YES/NO
If YES, please give full details			
Are you willing to work overtime and weekends if required?			YES/NO
Please give details of any hours which you would not wish to work:			
Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974)?			YES/NO
If YES, please give full details			
If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire. Are you prepared to undergo a medical examination before employment?			YES/NO
Have you ever worked for this business before?			YES/NO
If YES, please give full details			
Have you applied for employment with this business before?			YES/NO
Do you need a work permit to take up employment in the U.K.?			YES/NO
How much notice are you required to give to your current employer?			

EDUCATION

Schools attended since age 11	From	To	Examinations and Results
College or University	From	To	Courses and Results
Further Formal Training	From	To	Diploma/Qualification
Job related Training Courses Name of Organisation	Date	Subject	

Please give details of membership of any technical or professional associations:

Please list languages spoken and the level of competence:

EMPLOYMENT DETAILS

Please give details of your past employment, excluding your present or last employer, stating the most recent first.

Name and address of employer	Dates	Position held/Main duties	Reason for leaving

PRESENT OR LAST EMPLOYER

Are you currently employed? YES/NO

Name of present or last employer:			
Address:			
Telephone No:			
Nature of business:			
Job title and a brief description of your duties:			
Reason for Leaving:			
Length of Service:	From:	To:	

INTERESTS, ACHIEVEMENTS, LEISURE ACTIVITIES (e.g. hobbies, sports, club memberships)

SUPPLEMENTARY INFORMATION

Please set out below any further information to support your application, e.g. past achievements, future aspirations, personal strengths.

DECLARATION

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998.

Signature:	Date:
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REFERENCES

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? YES/NO

Name:	Name:
Position:	Position:
Address:	Address:
Tel. No:	Tel. No:

SOURCE OF APPLICATION

How did you hear of this vacancy?

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