



WATER MANAGEMENT ALLIANCE (EASTERN)

IS LOOKING TO RECRUIT A WATER LEVEL MANAGEMENT OPERATIVE

The Water Management Alliance (Eastern) Internal Drainage Boards, comprising Broads, East Suffolk and Norfolk Rivers Internal Drainage Boards are looking to recruit a Water Level Management Operative to join their workforce to undertake ditch maintenance works and minor construction works, as directed by the Operations Manager throughout the Internal Drainage Districts. This position includes emergency and call-out duties, as required. A valid CSCS blue card and/or NPORS card is desirable, although training can be provided. Some knowledge of Drainage Board operations is desirable.

The position comes 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 the 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 Kettlewell House, Austin Fields Industrial Estate, King's Lynn, PE30 1PH, Norfolk, by no later than 14 December 2018.

Interviews will take place during early January 2019 in the Water Management Alliance (Eastern) District.

23 November 2018

**WATER LEVEL MANAGEMENT ALLIANCE (EASTERN)
COMPRISING BROADS IDB, EAST SUFFOLK IDB AND NORFOLK RIVERS IDB
JOB DESCRIPTION**

Job Title: Water Level Management Operative

Qualifications: Full clean driving licence

A current CSCS blue card and/or NPORS Card is desirable, however, training can be provided for suitable applicants.

Lantra Chainsaw qualification

Responsible To: Operations Manager

Responsible For: Nil staff

Summary of Duties

As a member of the Direct Labour Team you will be working across Norfolk and Suffolk undertaking maintenance works as instructed and to the standard detailed by the Operations Manager, to ensure that each Board's systems function adequately to manage the water levels within their individual districts and in accordance with the Board's Health and Safety and Standard Maintenance Operations Procedures.

Detailed Responsibilities

Water Course & Water Level Structure Control Maintenance

- Vegetation Management of in-channel weed and bankside growth, as directed by the Operations Manager and in accordance with Standard Maintenance Operations Procedures.
- Clearance of wind-fall vegetation
- Raking off structures and screens to ensure free flow of watercourses
- Checking of structures, watercourses and pumping stations as directed by the ops manager.
- Undertake vegetation management work at pumping stations and on the boards' water control structures, to enable the maintenance of the assets to be completed in an efficient way and to maintain the integrity and condition of the boards' infrastructure.

Construction Works

- Assistance with groundworks at Pumping Stations and at other locations as required.

Reforming Works

- Re-profiling of watercourse to original design standard as specified by each Board's Engineering Department.

Depot/Yard

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

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Plant and Equipment

- Ensure that all plant and equipment that you are using is safe and that the relevant checks are carried out, routing maintenance completed and forms filled in before use and that concerns or issues are reported to the Operations Manager.
- Liaise with the Operations Manager 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

- Attend any training courses deemed necessary by the WMA Boards.
- Ensure that you undertake all works in an environmentally sensitive manner in accordance with each Board's Standard Maintenance Operations Procedures.

Health and Safety

- Attend any training courses deemed necessary by the WMA Boards.
- Work in a safe manner at all times, complying with the Board's Health and Safety Policy, generic risk assessments and any site specific risk assessment. 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 on the relevant job card, reporting any problems/damage (e.g. slips) to the Operations Manager.
- 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.

APPLICATION FORM

WMA (Eastern)

POSITION APPLIED FOR: **Water Level Management Operative**

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.		
Email:			
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 and General Data Protection Regulations (GDPR) 2018.

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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