

LOWER SEVERN (2005) INTERNAL DRAINAGE BOARD

WATERSIDE BUILDINGS
OLDBURY NAITE
THORNBURY
SOUTH GLOS
BS35 1RF

ADMIN/ACCOUNTS TEL: 01454 413340

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JOB DESCRIPTION

Role Title: General Operative	
Reports To: Field manager, Land Drainage & Civil Engineers	Department: Maintenance
Role Purpose:	
<ul style="list-style-type: none">Working on the programme of operation, control, inspection and maintenance including mowing/riddling/dredging of the Board's adopted rhines/watercourses and other construction works as required from time to time.	

Key Accountabilities	Key Activities
1. Management	<ul style="list-style-type: none">Provide ongoing maintenance services.
2. Service delivery	<ul style="list-style-type: none">Member of the Direct Labour Force.Tractor Plant under and over 5 tonnes360° Excavator over 7 tonneTractor/self-propelled mounted side arm flail mower. Trailers, grass cutter, Small plant including powered hand tools requiring certification. E.g. Chainsaw.Small plant including hand tools not requiring certification.Manual weed control. Tree clearance and planting. Hedge cutting and clearance of saplings.Preparing and applying protective materials, erecting and maintaining fencing etc.Excavating, back-filling and reinstating trenches.Revetment work.Clearing blockages in culverts by manual methods.Driving Vehicles, operating ancillary equipment, routine checks and maintenance.Operation, maintenance and routine servicing of complex land

	<ul style="list-style-type: none"> drainage pumping stations. ▪ Miscellaneous workshop duties. ▪ Construction of river, drain and sewer structures, culverts and retaining walls, including setting out, simple scaffolding, steel fixing, erecting and stripping form work and shuttering, concreting and simple brick laying. Piling ▪ Responsibility for issuing and receiving stores and keeping records, physical handling of materials in stores and depots. ▪ Take into account at all times the requirements of the Health and Safety at Work Act; work with our advisors in all aspects of Health and Safety and risk assessments. ▪ Completion of accurate Time Sheets/Travel Claims. ▪ Completion of other documentation as required by the Managers/Board. ▪ Liaising with Landowners/Occupiers in respect of entry to, and working on their lands, for ridding and dredging works etc. ▪ Be trustworthy and have high integrity. ▪ The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organization.
3. Planning	<ul style="list-style-type: none"> ▪ Organisation of daily workload/time management
4. CPD	<ul style="list-style-type: none"> ▪ Actively commit to self -development ▪ To attend all internal and meetings and training courses required.
5. Team work	<ul style="list-style-type: none"> ▪ Successful networking between members of the team. ▪ Proactively support colleagues.
6. Communication	<ul style="list-style-type: none"> ▪ To share skills and knowledge within the team ▪ To provide a positive and professional image to both internal and external customers
7. Commercial awareness	<ul style="list-style-type: none"> ▪ Be aware of the scope of Citation plc Personnel / Employment Law and Health & Safety Services and to identify any relevant additional service opportunities within the existing and prospective client groups

Key Contacts (External and Internal)

- Management Team
- Admin/Payroll Officer
- Board Members
- Clients
- Other Consultants (Personnel/Employment law and Health & Safety)

Essential role related knowledge, skills, qualifications and experience at selection

- Team player
- Enthusiastic
- Agricultural knowledge/ understanding
- Strong interpersonal skills
- Time management skills
- Self motivated and able to work with the minimum of supervision