



## **JOB VACANCY: WORKING SUPERVISOR**

### **ANNUAL SALARY: £37,000 - £40,000, PLUS OVERTIME & ATTRACTIVE BENEFITS PACKAGE**

An exciting opportunity has arisen for a Working Supervisor to join the Water Management Alliance (WMA) Group of Internal Drainage Boards (IDBs). This opportunity is to work as a **Working Supervisor** within the Operations Delivery Team of the **South Holland IDB**.

The annual flat salary is based on a 40 hour week, you will be expected to work overtime at a rate of 1.5 times the hourly rate during the cutting season (June – December). Overtime may also be available at other times throughout the year.

Your role will be to assist with the day-to-day running of the Operations Team working closely with the Works Manager and covering his role when he is absent. You will operate a tractor mounted cutting machine and/or excavator during the cutting season and undertake general duties during the rest of the year to ensure the drainage/water level management systems are in order, to mitigate local flood risk. As a member of the Operations Delivery Team, you will undertake maintenance work ensuring it is supervised and carried out as per instructions from the Works Manager and Operations Engineer, to the standard detailed 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. While some experience working within the water drainage industries would be desirable, we recognize that this role may attract candidates from across a number of disciplines.

The appointment offers a competitive salary depending on qualifications and experience, together with the Local Government Pension Scheme, and the opportunity to progress as the business develops.

For more information about the WMA and South Holland IDB please see our website [www.wlma.org.uk](http://www.wlma.org.uk). Information regarding this position can be found in the job description and person specification below. Please also feel free to contact Dominic Morris the Operations Manager, on 07920792389 or at [dominic.morris@wlma.org.uk](mailto:dominic.morris@wlma.org.uk) or Dave Sporton, Works Manager, on 07960710924 with any questions regarding the opportunity.

To apply, please send your CV and a brief covering letter to [dominic.morris@wlma.org.uk](mailto:dominic.morris@wlma.org.uk) or alternatively by post to the Board's office at South Holland IDB, Marsh Reeves Office, Foxes Lowe Road, Holbeach, Spalding, Lincs, PE12 7PA.

**The closing date for receipt of applications is noon on 21<sup>st</sup> March 2025.**

We look forward to receiving your application.

## Job Description

<b>Job title:</b>	Working Supervisor
<b>Team/Section:</b>	South Holland Internal Drainage Board (SHIDB)
<b>Department:</b>	Operations Team
<b>Location:</b>	South Holland IDB Drainage District
<b>Responsible to:</b>	Works Manager and Operations Engineer, SHIDB
<b>Responsible for:</b>	Supervision responsibilities over Drainage Operatives and Contractors
<b>Grade/Salary:</b>	£37,000 to £40,000 (dependent upon experience and overtime)
<b>Duration:</b>	Full time, Permanent
<b>Employer:</b>	South Holland IDB trading as the Water Management Alliance

### Context

The **Water Management Alliance** is a group of like-minded Internal Drainage Boards (“IDBs”) operating in the Anglian Region of England who share vision, values, and standards, and have chosen to jointly administer their affairs in order to reduce costs, strengthen their own organisation’s and increase influence at both a national and regional level.

**Internal Drainage Boards (“IDBs”)** are local public authorities that manage flood risk and land drainage within areas of special drainage need in England. Each IDB has permissive powers to undertake water management activities within their Internal Drainage District. The purpose of delivering this work is to reduce flood risk to people and property and to manage water in a way that meets the local needs of business and agriculture, including during times of drought, whilst also dealing with its obligations and commitments to the environment. IDBs exercise a general power of supervision over all matters relating to water level management within their district whilst conducting their work in accordance with a number of general environmental duties and promoting the ecological wellbeing of their districts.

**The SHIDB Operations Team** works alongside the Engineering Team, Environmental and Sustainable Development Teams, as well as other WMA Operatives, 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 & Safety and Environmental Policies.

As a **SHIDB Working Supervisor** you will work across the whole district undertaking maintenance works to the standard detailed to you. Working together as part of a small team of operatives and contractors reporting to the Board’s Works Manager and Operations Engineer.

## Main Responsibilities

### Assisting the Day to Day Running of all Drainage Operations

- Assisting the Works Manager and Operations Engineer in delivering the day-to-day operations safely and on budget.
- Supervising, leading and working as part of a team with all the SHIDB Operatives and contractors.
- Liaising and communicating with all third parties, Landowners, Farmers, the Public etc.
- Reporting Near misses and any Health and Safety Issues.
- Operating Sutton Bridge Sluice and Pumping Stations as and when required, including out of hours.

### Weed Cutting/Flailing

- Clearing weed-growth from the channel of the watercourse.
- Pruning and/or removal of trees and bushes on drain banks.
- Strimming or hand roding of weed-growth from the watercourse.

### Construction Works

- Assist in ground works at Pumping Stations and at other locations as required. This work may consist of installing foundations/revetment works, annual preventative maintenance works to the pumping station and other areas, to ensure the Board's infrastructure is kept to an acceptable standard.
- Assist in installation of culverts, headwalls, inspection chambers etc. within the Board's watercourses.

### Plant and Equipment

- Ensure that all plant and equipment that is being used is safe and that the relevant checks are carried out and forms/tablet is filled in and any concerns or issues immediately reported to the Works Manager/Operations Engineer.
- Liaise with the Works Manager/Operation's Engineer to ensure that you have all the necessary equipment and materials available to carry out your duties.
- Loading/unloading of materials.
- Completion of vehicle log sheets and plant log sheets.
- Completion of online mapping systems, use of tablet.
- Collection and transportation of materials to site.
- Miscellaneous site duties.

### Environmental

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

### Health and Safety

- Attending any Health and Safety training courses deemed necessary by the Board to fulfil the Working Supervisor's role.
- Always Comply with the Board's Health and Safety Policy, and actively carry out a dynamic risk assessment before performing any task.
- Comply fully with the lone working procedures.
- Comply with all health and safety documents and procedures.

Other Requirements and Duties
<ul style="list-style-type: none"> <li>• Accurately log the condition of drains and structures, reporting any problems/damage (e.g. slips) to the Works Manager/Operations Engineer.</li> <li>• Participation in the duty rota to ensure that 24/7 cover is provided during a flood event.</li> <li>• Undertaking any training required to enable the post-holder to fulfil the role.</li> <li>• Undertaking any other duties that may reasonably be required within the role of Working Supervisor's and understanding that the list of duties outlined above is not exhaustive and is subject to change/periodic review.</li> <li>• Ability to work as part of a team and as a lone worker.</li> </ul>

Person Specification	
Qualifications	
Essential	Advantageous
<ul style="list-style-type: none"> <li>• None.</li> </ul>	<ul style="list-style-type: none"> <li>• SSSTS Qualification</li> <li>• A CSCS supervisory card for site and construction work.</li> <li>• Supervisory Street Works.</li> <li>• CITB Excavator trained or the equivalent.</li> <li>• Chain saw and/or Pole Saw.</li> <li>• First Aid.</li> <li>• Confined Space.</li> </ul>
Experience	
Essential	Advantageous
<ul style="list-style-type: none"> <li>• Use of Tractor and mower/flailing attachments.</li> </ul>	<ul style="list-style-type: none"> <li>• Pipelaying and construction of inspection chambers and headwalls.</li> <li>• Chain sawing or tree felling operations.</li> <li>• Strimming and cutting operations.</li> <li>• Work experience in the Construction or Water Industry.</li> </ul>
Skills/Knowledge	
Essential	Advantageous
<ul style="list-style-type: none"> <li>• Must hold a full/valid UK driving licence and be prepared to travel across the district for the purpose of Board business.</li> <li>• Must have excellent interpersonal and diplomacy skills and be a team player.</li> <li>• Must be a practical, pragmatic, individual that is keen to learn/undertake all aspects of the role.</li> <li>• Must be able to work effectively using initiative and be a hard worker.</li> <li>• Must be able to read a map.</li> <li>• Must have excellent timekeeping, be prompt and have a positive outlook on the day.</li> <li>• Must be able to use computers, tablets, etc</li> <li>• Must be able to keep, and maintain records, as requested, both in paper format and electronically.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to read and interpret scaled drawings and plans.</li> <li>• Environmental and sustainable knowledge/awareness in watercourses and the surrounding areas.</li> <li>• Experience with online mapping.</li> <li>• Knowledge of South Holland IDB catchment.</li> </ul>

**Other Job Information** (e.g. any special factors or constraints)

- You must be physically fit and be able to swim. You must be able to work, walk around and access watercourse and drainage catchments in all weather conditions.
- The post holder will be expected to be available 24/7 to provide cover in a flood event.
- All work performed/duties undertaken must be carried out in accordance with relevant Water Management Alliance, Board and Departmental policies and procedures, within legislation, and with regard to the needs of our customers and landowners.
- Work within the public and Flood and Water Management sectors can involve dealing with new and emerging legislation.

**Declaration and acknowledgement**

I confirm that as of the date stated below the information in this job description is accurate and reflects the requirement of the role. Please note the details of the job description will be updated should substantively changes to the role occur or be proposed.

Line Manager:	Dominic Morris		
Position:	Operations Manager, South Holland IDB	Date:	6/02/2025