

Kent County Council
Job Description : Drainage Maintenance Manager

Directorate: Growth, Environment and Transport
Unit/Section: Highways and Transportation
Grade: KSI
Responsible to: Drainage Asset Manager

Purpose of the Job:

Lead the delivery of the cyclic maintenance programme and manage the provision of engineering services for the maintenance of the highways drainage infrastructure, liaising closely with Priority Response Officers, Engineers, Highway Inspectors and Stewards. Manage the customer experience service for routine cleansing and emergency response.

Main duties and responsibilities:

1. Arrange for maintenance works and operational activities identified in the annual programme to be carried out; ensure that technical standards are complied with and agree payment for work.
2. Manage maintenance programmes including cyclic programmes for high speed roads, main road and pumping stations in accordance with policy and ensuring standards are met.
3. Support the Drainage Asset Manager in the supervision of TSO's and undertake 1-2-1s and appraisals.
4. Prepare Health and Safety Plans and risk assessments and ensure that work on site is carried out in a safe manner.
5. Review crew reports following maintenance activities and determine whether further maintenance or engineering works are required.
6. Investigate incidences of road and property flooding, and compile timely reports for insurance claims against the Highway Authority.
7. Work with the Environment Agency, District councils and sewerage authorities in respect of flood remedial work and land drainage issues.
8. Provide information for KPI's as required in the prescribed format and in a timely way.
9. Liaise with members of the public, elected Members, Parish Councils, contractors and emergency services as required dealing with enquiries, complaints and other issues and in accordance with H,T&W Customer Care.
10. Work closely with the Drainage Planned Works Team Leader and provide support in periods of peak demand.
11. You will be required to provide assistance to other teams within the GET directorate, or any other part of KCC, from time to time as and when your skills and knowledge are required for particular projects and initiatives.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council Person Specification: Drainage Maintenance Manager

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> HND/HNC/BTEC Higher in relevant subject. Student or associated membership of relevant professional body. NRSWA Accreditation
EXPERIENCE	<ul style="list-style-type: none"> Significant post qualifying experience, and the use of relevant computer applications. Experience of target costing and asset management techniques.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Computer literate. Able to use MS Office and other typical general office packages, and also specialist software packages. Ability to use and interpret spatial data (maps and drawings). Able to demonstrate attention to detail. Able to communicate effectively, both verbally and in writing, at all levels with internal and external stakeholders and members of the public. Ability to deal with public in difficult circumstances. Good teamwork skills. Able to undertake work outside normal office hours in the interests of the service, such as for an emergency.
KNOWLEDGE	<ul style="list-style-type: none"> Good knowledge of national and local standards, and techniques and technical procedures. Working knowledge of CDM regulations and risk assessments.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> We are brave. We do the right thing, we accept and offer challenge We are curious to innovate and improve We are compassionate, understanding and respectful to all We are strong together by sharing knowledge We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and</p>

	<p>respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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