REGENERATION AND NEIGHBOURHOODS DEPARTMENT

JOB DESCRIPTION

JOB TITLE: FLOOD AND COASTAL ENGINEERING TEAM LEADER

DIVISION: NEIGHBOURHOODS

GRADE: BAND 13

RESPONSIBLE TO: CONSULTANCY SERVICES MANAGER

POST REF. NO: 103222

Purpose of Post

1. To ensure that the statutory obligations and Council requirements are met in respect of Coast Protection, Contaminated Land, Land Drainage, Demolition and closed Landfill Sites.

2. To supervise and manage the work of all technical and other staff allocated to the Team.

3. To play a leading role in all contaminated land issues including liaison and counselling of landowners/residents that may be affected by contaminated land or other environmental processes.

4. To be responsible for the day to day financial management of all coast protection, contaminated land, land drainage, demolition and closed landfill projects.

5. To act in the role of Project Manager on all major coast protection, contaminated land, land drainage, demolition and closed landfill projects carried out by the Team.

Main Duties and Responsibilities

1. The provision of a comprehensive engineering service for allocated projects including the direction of external consultants where appropriate for individual projects.

2. To provide any project management that may be required to ensure the appropriate maintenance of Coast Protection, Land Drainage and closed Landfill sites so that all works are carried out within both available capital and/or revenue funding streams.

3. To provide detailed technical/management support on all complex contaminated land issues.

4. To play a leading role in counselling members of the public who are either directly or indirectly affected by the presence of contaminated material.

5. To take an active role in any contaminated land inter-organisational working party that is set up to deal with a specific site location.

6. The provisions of valuations, cost monitoring, projected cash flows and budgetary control of projects.

7. Any necessary liaison and relationships with external organisations and internal Council Departments in order to facilitate work progress.

8. To appoint and manage external consulting engineers in order to progress any type of engineering work carried out by them.

9. Inspection of works plus qualitative and quantitative assessment of work relative to contracts and projects.

10. To be the main point of contact for liaison with DEFRA, Environment Agency, or any other agency, in respect of seeking Grant Aid for projects.

11. To be the main point of contact for liaison with the Emergency Planning Team in respect of pollution to the beach/watercourses and problems caused by the inundation of water.

12. To ensure that contracts for demolition of structures/buildings are compiled and carried out in accordance with all relevant regulations.

13. To prepare committee reports and attend meetings as required.

14. To deputise for the Consultancy Services Manager or Assistant Director (Neighbourhoods) in any relevant subject areas.

15. Any other duties of a related nature which might reasonably be allocated and required by the Technical Services Manager.

Changes

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any such changes will naturally be the subject of discussion and consultation.