

**JOB DESCRIPTION**

<b><u>Post Title:</u></b>	SUPERVISORY ENGINEER – FLOOD RISK MANAGEMENT
<b><u>Post Number:</u></b>	50095
<b><u>Grade:</u></b>	k
<b><u>Service</u></b>	ENVIRONMENTAL & COMMERCIAL SERVICES
<b><u>Section:</u></b>	CONSULTANCY & DESIGN
<b><u>Responsible to:</u></b>	SERVICE MANAGER (CONSULTANCY & DESIGN)

**Overall Purpose of the Job:**

To deliver an effective and efficient Flood Risk Management program in accordance with the Council's requirement and in compliance with the Flood Risk Management (Scotland) Act 2009 (FRMSA2009) to include, but not be limited to:

1. Prepare plans in accordance with the FRMSA2009 to manage flood risk.
2. Liaise, attend and cooperate with the Clyde and Loch Lomond Local Plan District Working Group and Project Management Office.
3. Prepare projects for flood prevention and alleviation.
4. Report on the physical progress and financial expenditure on all projects allocated to the Consultancy and Design Section as and when required.
5. Fulfilling the Council's Statutory obligations in respect of The Flood Risk Management (Scotland) Act 2009 and The Roads (Scotland) Act 1984

**Main Duties and Responsibilities**

1.	Prepare plans in accordance with the FRMSA2009 to manage flood risk.
2.	Liaise, attend and cooperate with the Clyde and Loch Lomond Local Plan District Working Group and the Project Management Office.
3.	Prepare Technical and Committee reports including delivering briefings to Senior Management and Council Members as required.
3.	Prepare contract documents for projects including consultants' briefs.
4.	Supervision and administration of consultants and construction of projects as allocated.

5.	Prepare maintenance and inspection schedules for all drainage and marine structures, and report on the maintenance performance, including costs.
6.	Carry out checks and the certification of drainage and marine structures including reservoirs as required.
7.	Arrange for materials testing and monitor progress of the work.
9.	Carry out all statutory duties relating to flood prevention and providing information and advice on flood risk management to all customers, including developer, members of the public, stakeholders, elected members and other council services.
10.	Undertake feasibility studies and appraisals for forward planning as allocated.
11.	Programming and estimating of appropriate Capital works.
12.	Financial control and monitoring of works and preparing reports for submission to the Service Manager (Design and Consultancy).
13.	To organise and control the operation of piers and harbours as required.
14.	Report on the physical progress and financial expenditure on all projects allocated to the Consultancy and Design Office, as and when required.
15.	Prepare reports on contractors and consultants performance.
16.	Assist in the preparation of back-up material for Public Inquiries and attend as necessary including undertaking the role of Expert Witness.
17.	Assist in the administration of the various Statutes and Legislation applicable to flooding and associated structures.
18.	Preparation of Land Plans.
19.	Liaise within the Service; other Services of the Council; outside bodies and Agencies as required.
20.	Development Control, including assessment of planning applications and Construction consents.
21.	To ensure that the employees and/or any outside bodies under his/her control comply with the Service's, or their own Health & Safety at Work procedures and any Relevant Legislation, and to ensure that safe systems of work are used at all times.
22.	Comply with the requirements of the CDM Regulations.
23.	Ensure compliance with the Best Value Regime.

<b>24.</b>	To ensure that the Council's Standing Orders and Financial Regulations are adhered to and to exercise such functions as are delegated in writing by the Head of Environmental Service or his nominated representative.
<b>25.</b>	Deputies for the Design & Consultancy Service Manager as directed.
<b>26.</b>	To carry out such other appropriate duties and responsibilities as are required by the Head of Environmental Services from time to time.
<b>27.</b>	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: \_25 May 2012\_\_\_\_\_