

ROMNEY MARSHES AREA INTERNAL DRAINAGE BOARD

JOB DESCRIPTION

TECHNICAL OFFICER

The Technical Officer manages day-to-day technical matters on behalf of the Board, in close liaison with the Clerk/Engineer and other staff; processing all applications for the Board's Consent (under the Land Drainage Act and IDB Byelaws) including enforcement matters; liaising with Local Planning Authorities in respect of development proposals. The Technical Officer reports to the Clerk/Engineer.

Main duties, tasks and responsibilities:

1. Liaison with local planning authorities to ensure that development proposals do not adversely affect the Board's district or interests.
2. Processing applications for the Board's Consent, under Section 23 of the Land Drainage Act or the Board's own Byelaws, including recommending approval/refusal and suitable conditions and inspecting consent works.
3. Investigating and reporting/enforcing breaches of Section 23 of the Land Drainage Act and/or the Board's own Byelaws.
4. Processing enforcements in close liaison with the Clerk/Engineer.
5. Working with partnership organisations to promote/protect IDB interests.
6. Representing the Board at meetings and in discussion with other bodies e.g. stakeholder liaison and engagement.
7. Supervision of the workforce and contractors when required.
8. Liaising with and providing advice to landowners and members of the public on all matters related to land drainage, flood risk management and biodiversity, in close liaison with the Clerk/Engineer.
9. Undertaking surveys, site investigation and inspections, preparation of drawings and quantities. Setting out of works.
10. Ensuring that Health and Safety requirements and procedures are observed on all sites.
11. Specification and preparation of requisitions for materials and services required for works.
12. Working to ensure that the Board's biodiversity objectives are considered in all operational activities.
13. Assistance in times of tidal or fluvial flooding.
14. Inspection, reporting and supervision of repairs to tidal or fluvial damage.
15. Assistance in the investigation and answering of complaints and enquiries.

16. Assistance in preparing progress reports, dealing with correspondence and contract documents.
17. Assistance in the preparation of systems and cost records for maintenance and improvement works.
18. Researching information for reports and technical records.
19. Maintaining and updating information on the Board's GIS and IT systems.
20. Assisting in the preparation of annual returns and consultation responses.
21. Maintaining and updating information on the Board's website.
22. Assisting in the preparation of estimates and working with the Clerk/Engineer with the identification of grant funding and subsequent delivery of such works.
23. Deputising for the Clerk/Engineer as required.
24. Undertaking any other reasonable duties as may from time to time be assigned.