

Harlow Council Job Description

Job Title: Watercourse and Drainage Engineer **Post Number:** EH0022X

Grade: 12 **Date:** May 2025

Directorate: Environment

Location: Civic Centre

Responsible to: Operations Manager – GIS and Infrastructure

Job Purpose:

Harlow is at an exciting point in its history; one that is embarking on major transformation that will be the most impactful local authority across the country. Our Six Missions prioritise all that we want to achieve over the coming years: Transforming Harlow's Housing, Renew Our Neighbourhoods, Rebuild Our Town, Secure Investment for Harlow's Future, Protect our Communities and Deliver High Performing Council Services.

Harlow's design was influenced by the area's distinctive landscape and environmental features that have led to the provision of Green Wedges across the town. These distinct geographical features are important ecological and community assets that also contain a significant number of watercourses and drainage infrastructure that require regular maintenance, enhancements and improvements that will 'Renew our Neighbourhoods' and 'Protect Our Communities' for years to come.

You will have experience and knowledge of land drainage legislation as well as technical and practical experience of managing watercourses ranging from ditches, ponds and rivers. You will be required to develop a Watercourse Maintenance Policy ensuring that it will establish processes and practices resulting in the effective management of watercourses. In addition, you will be required to identify and record information relating to watercourses that will see the development and delivery of an effective programme of works.

Good communication skills are critical as the role will involve meetings and communications at all levels from officers within the Environment service to council members as well as negotiating with contractors and dealing with public enquiries to achieve positive outcomes in sometimes contentious and sensitive situations. You will have a technical background with extensive knowledge of how to design for appropriate drainage repairs/improvements, bank stability measures, water control methods and the knowledge of associated surveying / civils equipment and machinery necessary to maintain and repair our watercourses.

- 1.0** To create, develop, update and implement the Watercourse Management Strategy for watercourses.
- 2.0** Collate information associated with condition of assets, especially in respect of public complaints or claims.
- 3.0** Assisting with flooding and emergency responses.
- 4.0** Maintain technical awareness.
- 5.0** To undertake other duties as required by the Operations Manager, Assistant Director of Environment and other Directors.
- 6.0** Statement of Health and Safety.

Breakdown of tasks:

1.0 To create, develop, update and implement the Watercourse Management Policy for watercourses and their associated assets

- 1.1** To develop a Watercourse Maintenance Policy that establishes processes and practices that will result in the effective management of watercourses that is compatible with the Council's Climate Change Strategy and conservation, environmental and sustainability best practices.
- 1.2** Carry out inspections and record the condition of Council watercourses, assets and infrastructure to ensure it is maintained in a condition to meet the appropriate legislative standards and best practices.
- 1.3** Complete accurate records of inspections to identify a programme of remedial works and capital enhancements for all watercourses, assets and infrastructure.
- 1.4** To deliver programmed works, including the preparation of technical documentation such as project briefs, specification of works and pre-construction information.
- 1.5** To prepare the necessary documentation for monitoring and recording infrastructure condition to assist with keeping the Council's records up to date.
- 1.6** To carry out post-inspections of repair works to monitor the standard and quality of work carried out by contractors.
- 1.7** To identify and acquire any available funding that will support in the delivery of the works programme for the Watercourse Maintenance Policy.

2.0 Collate information associated with condition of assets, especially in respect of public complaints or claims

- 2.1** Deal with day-to-day requests for information and service requests.
- 2.2** Meet with internal officers and customers to discuss problems and provide advice on standards that can reasonably be expected.
- 2.3** Following enquiries, carry out investigations into complaints.
- 2.4** Maintain and update computer data based and manual records.

3.0 Assisting with flooding and emergency responses

- 3.1** To assist in the investigation of flooding incidents and advise and develop solutions that can be reasonably expected.
- 3.2** To assist in the liaison with key stakeholders (i.e. Essex Highways, Thames Water and the Environment Agency) on remedial actions in relation to flooding incidences.
- 3.3** Assist and advise in the management of HTS (Property and Environment Ltd) in the Council's emergency response to flooding incidents.

4.0 Maintain technical awareness

- 4.1** Maintain understanding of legislative changes, guidelines and policies. Contribute to policy formulation. Network effectively.
- 4.2** Represent the Council as appropriate at meetings and liaise with relevant authorities to ensure management practices are appropriate and in accordance with current best practice.
- 4.3** Maintain technical knowledge relating to watercourses, sustainable drainage, appropriate construction methods to ensure watercourses are effectively managed.

5.0 To undertake other duties as required by the Operations Manager, Assistant Director of Environment and other Directors

- 5.1** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 5.2** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 5.3** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 5.4** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulations) and The Data Protection Act (2018) and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 5.5** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
- 5.6** This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It will be reviewed periodically to take into account changes and developments in service requirements.

6.0 Statement of Health and Safety

- 6.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work etc. Act 1974:
- 6.2**
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented.
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.