



The Bedford Group of Drainage Boards' manage water levels and flood risk in the Upper River Great Ouse catchment, from north Oxfordshire, through Buckinghamshire, Milton Keynes and Bedfordshire to Huntingdon. We are actively involved in maintaining and improving watercourses to reduce flood risk & guiding and advising planning authorities about flood risk, sustainable drainage (SUDS) and development.

GIS TECHNICIAN/ENGINEER

We are seeking a suitable person who is knowledgeable in GIS and is interested in flood defence asset surveying. Experience using Arcview, Access, Excel and other Microsoft Office software is desirable. This post is in the engineering department at the Board's office in Bedford and does require frequent site inspections within the district.

A driving license is essential. The post includes training, essential users' car allowance, and Local Government Pension Scheme.

For an informal discussion about the post please contact John Oldfield, Director of Operations.

For an application pack, please contact:

Bedford Group of Drainage Boards
Cambridge House
Cambridge Road
Bedford
MK45 1RT
Tel: 01234 354396
E-mail: contact@idbs.org.uk

Closing date for applications is 1st August 2010

Further information on the Bedford Group and its activities can be found on our website at: www.idbs.org.uk

JOB DESCRIPTION – GIS TECHNICIAN/ENGINEER

Duties and Responsibilities:

Responsible to the Principal Engineer.

Responsible for the Board's Global Information System (GIS) and Asset Management System (AMS), under the appropriate supervision of the Principal Engineer. Activities include administering, coordinating and updating the Board's Asset Management System.

Familiar with computer software, including: Microsoft office, Arc view GIS, Auto Cad, FEH, and HEC-RAS.

Lead on watercourse and flood risk management asset inspections.

Support Engineering and Rating officers with GIS and AMS.

Support the Engineers, Works Manager and Works Supervisor regarding maintenance activities, including preparing maintenance programmes and reports.

Support the Ratings and Finance officers regarding land registered on GIS.

Assist in flood protection and land drainage works by carrying out a range of engineering activities.

Promote Health & Safety and Conservation, in accordance with the Board's policies.

Undertake any training deemed appropriate by the Board. The Board supports Continued Professional Development.

Undertake additional activities deemed appropriate to deliver the Board's business.

Terms and conditions

The post holder will be required to work such hours (nominally 37 hours per week) to ensure that the Board's works are carried out in a safe and efficient manner. This may involve some out of hours working, in particular during periods of storm and high rainfall and occasionally to meet the public.

Depending on grade, overtime will be payable in accordance with the Board's policies.

Depending on grade, you will be entitled to either 22 or 26 days annual holiday, together with public holidays and 4 extra statutory days, set by the Board. In accordance with the Board's policy, this increases with length of service.

The post is based at the Board's office in Bedford but will involve travelling within the general area of the drainage districts for meetings and site inspections. From time to time duties and training may require travelling away from the area.

In Addition

A valid driving license is essential. An essential users' vehicle allowance is applicable for this post.

The post holder will be provided with a mobile phone for business use.

The post holder will be provided with suitable personal protective clothing.

Duties involve visiting maintenance & construction sites and inspecting watercourses. The post holder is required to be physically able to carry out these activities.