



**MICHAEL EVANS
& ASSOCIATES LTD**
Civil and Structural Engineers
& Design Consultants

JOB DESCRIPTION

JOB TITLE: DRAINAGE ENGINEER

REPORTING STRUCTURE:

The post holder reports to the Senior Drainage Engineer but with ultimate responsibility to the Consultancy Director.

MANAGEMENT RESPONSIBILITY:

The post holder is required to ensure the delivery of contracts, communicate information to clients, architects or their nominated representatives, suppliers, and relevant members of the company staff. They will also report to senior management.

MAIN DUTIES:

- To work independently and as part of a team.
- To organise, control and manage contracts within the Drainage team.
- Preparation of Surface and Foul Water drainage designs, at outline strategy, detailed planning, and construction phases including drawings, calculations, and reporting.
- Preparation of Flood Risk Assessments for planning purposes.
- Undertake site visits, walkover inspections and investigations.
- Liaise with clients, developers and architects, as well as other design team members. Provide written and verbal communications as well as attending meetings as requested.
- Liaise and appoint sub-contractors to provide testing and survey information, as required as part of the project.
- Preparation of fee proposals and invoicing
- To carry out any other duties as deemed appropriate by senior management.

GENERAL DUTIES:

- The post holder must conduct themselves in accordance with their contract of employment.
- The post holder must the best of his / her knowledge and experience carry out work in such a manner as to not endanger their own health & safety and that of his / her colleagues, the company's clients, the general public or suppliers.
- The post holder is required to do their best to ensure that they protect and enhance the company's commercial and financial well-being and reputation.
- The post holder must be computer literate with the ability to operate standard Microsoft Office applications, Drainage Software (Causeway or similar) and be familiar with the use of AutoCAD software.



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QUALIFICATIONS:

- The post holder must have legal status to work in the UK.
- The post holder will hold a relevant degree.
- The post holder will be Chartered or working towards Chartered status of one of the following professional Institutions:
Institute of Civil Engineers
Institute of Water and Environmental Management
Institute of Highway Engineers
- The post holder will hold a full driving license with access to a vehicle with business use insurance cover.