



THE ROLE

Administrator – Water Company Schemes

Department:	Water Section (Property Services)
Role Code:	PRS26
Grade/Role:	4
Responsible to:	Water Services Manager
Responsible for:	No line management responsibility
Date Revised:	January 2019

Job Purpose:

To protect and save life, property and the environment by assisting with the adequate provision of water supplies being readily available at incidents for firefighting. Updating and amending record maps held by the water section and provide appropriate data and information to users and other stakeholders. Ensuring the smooth running of the Water Section by implementing effective administrative processes.

Main Duties and Responsibilities:

1. To maintain the information for all scheme records held within the Water Section, updating this regularly and providing information as requested.
2. Provide documentation relating to new hydrants, then once a decision has been made by the Water Services Manager on which hydrants are required, receive, process, record and respond to new schemes from water companies and other data suppliers.
3. To administer the Statutory Consultations regarding hydrant locations and type. Ensuring registration and responses in a coordinated and timely fashion. Ensuring invoices and statuses of all the schemes are maintained.
4. Identify and locate Hydrants and outlets from digital records to provide advice on locations and routes required.
5. To give relevant information to Officers, water undertakers, developers and the public by email, phone or in person regarding current provision and future schemes within the departments remit.
6. To administer the hydrant repair process, verifying defects assessing responses, raising orders to water companies and checking invoices to deliver best value.

Role Profile

7. To maintain an overview of and advise on the listed Hydrant Examiner inspection routes. Organise repair orders as requested for defective hydrants, where necessary, and liaise with Water Undertakers as required. Utilising mapping and 3D data sources.
8. To ensure the continual maintenance of the Water Sections plotter and scanning facilities, ensuring stocks are up to date and defects are reported.
9. To provide help and support to colleagues, customers and contractors in a professional and efficient manner maintaining a high level of customer service at all times.
10. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
11. Any other duties commensurate with the responsibilities and grading of the post.