



YORKSHIRE WATER

«Developer Services Assistant»

Contact information

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| Contact name | Yorkshire Water |
| Contact phone | 01274 692653 |
| Location | , United Kingdom |

Job details

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| Salary | £19254 - £24067 per Year |
| Job type | Permanent |

Requirements

The successful candidate will have some technical knowledge in relation to the design and operation of gravity and pumped sewerage networks and of sewerage pump stations and other associated assets. You will also be aware of latest legislation and how this impacts the work within Developer Services team.

You will be able to build strong working relationships with customers, colleagues and our key stakeholders.

You will demonstrate excellent customer service skills and be self-driven to manage a busy and varied workload. You will have strong influencing skills and be confident in scheduling workload to field based teams. Flexibility is key, along with the ability to cope under pressure.

You will be comfortable using IT systems including Microsoft Office - Word and Excel.

Job responsibilities

You will work as part of the Sewerage Technical team in Developer Services, providing support through the management and preparation of adoption documentations of new sewerage assets in Yorkshire Water, scheduling work to the field based inspectors and undertaking technical assessments of Building Regulation consultations and minor alterations / diversions of the public sewer network.

You will take ownership of the incoming workload and monitor the queue of work to be distributed to the technical team. You will also manage telephone, letter and email queries from developers and domestic customers and respond to written correspondence in relation to specific sites.

You will also support the field based Sewerage Inspectors with enquiries from the field and preparation of documentation in relation to the adoption of a development site