

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Highways Maintenance Technical Apprentice	JEID	X0002
Salary Grade:	Apprentice Pay Scale		
Team:	County Highways Operations		
Service Area:	Transport and Highways		
Primary Location:	Coleshill Highways Depot, Coleshill Heath Road, Coleshill, N Warks, B46 3HL		
Political Restriction	This position is not politically restricted.		
Responsible to:	County Highways Operations Manager		
Responsible for:	N/A		

Role Purpose

Assisting the Highways Maintenance Team based at Coleshill Depot to undertake technical tasks, duties and the various activities associated with undertaking road maintenance works and transport services for Warwickshire.

Warwickshire County Council is the largest employer in Warwickshire, and it is responsible for the roads and highways within the county area. You'll be involved from day one on the planning and design of improvements to existing roads, new roads and the transport infrastructure. You will work within various groups within County Highways Coleshill Office to gain good experience in the various works activities for highway maintenance, including streetlighting, highway controls and duties for Warwickshire County Council Highways.

Role Responsibilities

You will be supervised at all times and the roles and your work duties undertaken by you will be closely monitored so that you gain good experience on the technical aspects and duties required to enable Warwickshire County Council's to undertake it's highway maintenance activities.

We will ensure you receive the necessary on the job training and will attend college on a one day and one evening a week basis to gain the understanding and knowledge required to undertake this work and gain a level 3 qualification in Civil Engineering and The Built Environment.

We will assist and ensure that that you can efficiently and safely under your duties at all times.

You will normally be required to undertake office based tasks with the occassional opportunity to visit works sites.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Minimum of 5 A-C / 9-4 grades at GCSE, with grade C / 4 or above in English and Maths	D
Good IT skills with experience in the use of Microsoft Office	A, I
Excellent communication skills	A, I
Able to work on your own initiative and to deadlines	A, I
Able to work with others and as part of a team	A, I
Willing to undertake training and development and a commitment to studying for the qualification in Construction Technical and Professional; Level 3, Pathway 1: Built Environment Design	A, I
Ability to travel to both work base location and South and City College, Birmingham	A, I

Desirable Criteria

Assessed By:

Desire for a career in Construction Design or Civil Engineering	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties
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and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input checked="" type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	