

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:	Level 4 Apprentice	JEID	X0002
Salary Grade:	£15,830		
Team:	Bridge and Structural Design Team and Bridge Maintenance Team		
Service Area:	Engineering Design Services		
Primary Location:	Barrack Street		
Political Restriction	This position is not politically restricted.		
Responsible to:	Peter O'Connor		
Responsible for:	N/A		

Role Purpose

The Level 4 apprenticeship is aimed at recruiting a Bridge Design and Maintenance Engineer. The Engineer will share responsibilities between the Bridge & Structural Design Team and Bridge Maintenance Team which are part of Engineering Design Services. The Bridge Maintenance Team is responsible for managing the County's Highway Structures which includes 1167 bridges and other highway related structures such as culverts and vehicle restraint systems. The team is also responsible for the design and construction of structural refurbishments and replacements. The Bridge and Structural Design Team are responsible for delivering large capital schemes. Both teams work closely together due to the interdependency in the nature of work undertaken. Daily tasks will involve a full breadth of engineering activities including carrying out inspections, completing Bridge Condition reports following inspections, writing general and principal bridge inspection reports, completing engineering drawings on AutoCAD and carrying out quality assurance tasks.

Role Responsibilities

- Liaise with team leaders, senior engineers and graduates to deliver daily work.
- Produce Computer Aided Design (CAD) drawings for small to medium scale projects.
- Complete general and principal bridge inspections.
- Write principal bridge inspection reports and Inspection for Assessment reports.
- Carry out preliminary structural assessment utilising Archie or similar software.
- Update the Asset Management Database following inspections.
- Complete Bridge Condition reports following inspections.
- Procure work related to refurbishments and improvement to existing assets.
- Supporting the administration of projects including following the relevant Quality Management processes.

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 five GCSEs graded at 4 or above including English and Maths, plus two A-Levels in physical sciences	A
BTEC qualification or relevant professional experience will also be considered	A
Level 3 Engineering Apprentices will also be considered.	
Demonstrate an interest to pursue a career in Civil Engineering	A/I
Ability to work within a team and be adaptable and enthusiastic	A/I
Demonstrate attention to detail in everyday work	A/I
Good written and verbal communication skills	A/I
Ability to approach projects in an organised and methodical manner	A/I
The ability to work under pressure and meet deadlines.	A/I

Desirable Criteria

Assessed By:

Previous experience working/interning in a design/site office in the construction industry	A/I
Participation at any engineering related extra-curricular activities	A/I
Attendance at any engineering seminars or conferences	A/I
Previous experience of engineering design, using CAD or structural modelling software	A/I
Demonstrate an aptitude towards bridge inspections and asset management	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 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 checked="" 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 checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" 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 checked="" 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):	