

# Job Description

## For Apprenticeship 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:	Apprenticeship 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 Budbrooke Depot to undertake technical tasks, duties and the various activities associated with undertaking road maintenance works and transport services for Warwickshire.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 3 Civil Engineering Technician apprenticeship aligned to this role.

#### Role Responsibilities

The post-holder will be supervised at all times and the work duties undertaken will be closely monitored to ensure technical aspects and skills required are learned and mastered within health and safety guidelines.

The following duties will be learned throughout the apprenticeship:

- Assist in dealing with highway defect reports from members of the public and creating appropriate remedial jobs and issuing to contractor
- Assist in site measurements of highway scheme works from our annual plan and minor schemes program
- Assist in carrying out highway safety inspections
- Assist in carrying out highway condition surveys and processing data into annual plan
- Assist street lighting with specifying reactive and planned replacements

- Assist with highways licencing (Skips/Scaffold/dropped kerbs)
- Any other duties within highways appropriate to post and grade

## 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 Grade C / 4 for GCSE Maths or equivalent Level 2 Maths qualifications	A, D
The ability to communicate with other people confidently and coherently, in person and/or in writing	A, I
Familiarity with standard IT software such as Microsoft Office and email	A, I
The ability to organise own workload and meet deadlines	A, I
Willing to undertake training and development and a commitment to studying for the qualification in Civil Engineering BTEC Diploma Level 3	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings and college (South and City College, Bordesley Campus, Birmingham) as and when required	A, I

### Desirable Criteria

Assessed By:

A keen interest in a career in Construction Design or Civil Engineering	A, I
Any previous work experience in a customer service and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	A, I
Grade B / 5 or above in GCSE Maths or equivalent	A, D
At least five A - C / 9 - 4 grades at GCSE including English and Science	A, D

## 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 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):	