

Job Description and Person Specification

Role: Highways Technical Services Apprentice



Job Description

Job Title	Highways Technical Services Apprentice
Grade	Apprentice – Building & Civil Engineering
Service	Highways
Reports to	Team Leader
Location	Whitley Depot
Job Evaluation Code	N/A



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

This role will involve learning about and working across three specific Highway Technical Services areas including: Carriageway & Footway Maintenance, Highway Drainage and Highway Structures to provide assistance and technical support for the development and delivery of the various maintenance schemes and associated tasks.

Main Duties & Key Accountabilities

Core Knowledge

- To assist with technical tasks across the 3 service areas as described above in accordance with established processes to assist in the delivery of high-quality highway maintenance services on time and to budget.
- To assist in the preparation of estimates and works orders for maintenance schemes.
- To assist in the preparation of Health and Safety information for schemes as guided by current legislation.
- To assist with technical tasks throughout the design process and delivery stages.
- To assist in carrying out onsite inspections of Highway Assets.
- To assist and respond verbally and in writing to enquiries from elected members, the public, contractors and statutory bodies etc to meet the Council's aims and objectives, particularly with regard to the highways management and maintenance service.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External	Internal
Contractors Local business Members of the public	Staff and managers from all Council Departments

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A
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Person specification

Job Evaluation Code	N/A
Knowledge	
Basic appreciation or knowledge of the different assets that make up and are part of any highway network and could require maintenance and repair.	
A basic appreciation of the general geographical area and the road network of Coventry City.	
General appreciation of the 'headline' services Coventry City Council provides.	
Skills and Abilities	
Ability to use and understand IT systems in an office-based environment, particularly MS Office programs.	
Understanding of maps and plans to be able to locate roads & associated assets both on and across the wider highway network.	
Commitment and an ability to undertake appropriate training and study.	
Good numeracy skills to undertake calculations.	
Good communications skills at all levels, both verbal and written.	
To have an innovative and adaptable approach to solution finding.	
To be able to work with others and make a key contribution to the 'wider teams' success.	
Experience	
Good customer/people relationship skills.	
Experience of being part of a team, but also able to act under your own initiative.	
It would be an advantage if you have experience of preparation of simple instruction type information which can be used by and is able to inform others.	
Qualifications	
A minimum of five GCSEs, including Maths and English at grade 4/C or above (or equivalent) for example, functional skills level 2.	
Ability to complete the Level 3 Construction Technical and Professional: Civil Engineering for Technicians Apprenticeship standard.	

Special Requirements
To either be in possession of a full current UK driving licence or have obtained a licence by the end of the apprenticeship. Ability to travel to both work base location and Solihull college.

Date Created	April 2021	Date Reviewed	July 2023
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