

# Job Description and Person Specification

Role: Highways Apprentice



## Job Description

<b>Job Title</b>	Highways Apprentice
<b>Grade</b>	Apprentice
<b>Service</b>	Highway Operations and Development
<b>Reports to</b>	
<b>Location</b>	City Wide
<b>Job Evaluation Code</b>	



## 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

To obtain skills and knowledge and to successfully Level 2 Highways Maintenance Skilled Operative apprenticeship standard through work-based assessments and at College, enabling work to be carried out on a variety of highway construction projects and maintenance schemes.

## Main Duties & Key Accountabilities

### Core Knowledge

A variety of highways operations duties such as:

- Remove, prepare, apply and compact soils, rocks, coated stones and other materials to highways, footpaths, pedestrian areas, playgrounds, car parks and associated areas under supervision.
- Undertake all relevant training including Health & Safety.
- To meet the requirements of the Level 2 standard.
- Assist skilled operatives with the construction and maintenance of carriageways, footways, cycleways and highway drainage systems.
- To assist with reactive maintenance including potholes and repairs to carriageways and footways.
- To read and understand drawings associated with Highway schemes.
- To assist with adjusting, replacing, and installing ironworks associated with Highway works.
- To understand and be able to assist in setting up temporary traffic management to Chapter 8.
- To learn how to use tools, plant and equipment associated with Highway works.
- To communicate and develop good working relationships with Management, Members of the Public and team members.
- To adhere to Coventry City Councils Code of Conduct for employees.
- To maintain good attendance and time keeping.
- To produce and maintain a good standard of workmanship.
- To work using own initiative as well as working as part of a team.
- Clear snow and Ice as directed.
- Any other duties and responsibilities within the range of the grade.

## Key relationships

External	Internal

## 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

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Basic knowledge of civil engineering</li> </ul>	
<ul style="list-style-type: none"> <li>• General interest in building and construction</li> </ul>	
<ul style="list-style-type: none"> <li>• Interested in Highway Construction/Maintenance</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Able to follow instructions · Affective communication skills</li> </ul>	
<ul style="list-style-type: none"> <li>• To work under own initiative or within a team environment</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to maintain regular attendance at work and at college</li> </ul>	
<ul style="list-style-type: none"> <li>• Committed to self-development, be reliable, punctual and self-motivated</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to work outdoors in all weathers</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to follow instructions · Affective communication skills</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of using own initiative</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of working as part of a team.</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Ability to complete Highways Skilled Maintenance Operative Level 2 Apprenticeship Standard</li> </ul>	
<ul style="list-style-type: none"> <li>• Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of an apprenticeship</li> </ul>	
<b>Special Requirements</b>	
<ul style="list-style-type: none"> <li>• Ability to travel to and from site location within the city boundary.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to travel, stay overnight on block release at college facility. Hotel provided by Coventry City Council</li> </ul>	
<ul style="list-style-type: none"> <li>• Must not have already completed the Highways Skilled Operative Level 2 Apprenticeship Standard or be otherwise ineligible to undertake it</li> </ul>	

<b>Date Created</b>		<b>Date Reviewed</b>	30 <sup>th</sup> April 2024
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