

## Job Description and Person Specification

### Apprentice Civil Engineering Technician

Job Details	
Grade	Apprentice
Service	City Services
Location	Whitley Depot & One Friargate
Job Evaluation Code	N/A

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

## Job Purpose

- Combining both classroom and practical learning, the postholder will benefit from 'hands-on' experience supporting the various Highways teams and further develop their knowledge and acquire necessary skills to develop.
- Undertake appropriate training and provide a supportive role in the Highways teams
- Shadow Officers whilst working towards and completing the Level 4 Civil Engineering Senior Technician Apprenticeship Standard.
- Delivering a high-quality service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
- Communicate and liaise effectively with own project team, and those in other teams, such as customers or specialist contractors, and with internal or external stakeholders, respecting the need for the security of data and information

## Main Duties & Key Accountabilities

To assist with the design of maintenance and minor improvement schemes across Highways including drawings, specifications and contract documentation to assist in the delivery of high-quality 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 and to be aware of the latest requirements of CDM (Construction Design Management) regulations.

To provide technical support throughout the design process and delivery stages.

To assist with cost control and monitoring of costs and budgets.

To assist with the preparation of reports as required.

To assist in overseeing works on the highway network to ensure specifications are met and undertake joint measurements following works with contractors to ensure payments can be made to meet contractual obligations.

To assist with onsite inspections of Highway Assets.

To assist with the assessment of planning applications and new road infrastructure for acceptance by the Lead Local Flood Authority and Highway Authority.

As knowledge and competence develops, to liaise with other services such as Planning, Legal and Streetpride to promote joined up working, for improved outcomes for businesses and residents.

To support officers to carry out duties including site surveying, preparing reports, drafting formal notices for enforcement of The Highways Act 1980, and other relevant legislation.

Key Relationships			
External:	Combined Authority Other Local Authorities Severn Trent Water The Environment Agency Contractors / deliver partners Local businesses Members of the public. Coventry University Stakeholders such Police, Fire etc.	Internal:	Other service areas Staff at all levels in the organisation

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p><b>Training</b></p> <p>The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
None

Person Specification	
Requirements	
Knowledge	A basic understanding of the principles of highway maintenance engineering and the management and maintenance of the highways network
Knowledge	A basic understanding of Civil Engineering
Skills And Ability	Following training, the ability to use and understand IT systems in an office based environment including basic CAD, GIS/MapInfo and MS Office programs
Skills And Ability	High degree of literacy and numeracy skills.
Skills And Ability	Ability to work to deadlines and work under pressure.
Skills And Ability	Ability to produce clear concise written communications
Skills And Ability	Ability to follow instructions and processes set by managers and colleagues.
Skills And Ability	Ability to use own initiative and work independently and within a team.
Skills And Ability	Ability to contribute to writing reports and assessments.
Experience	Experience of providing advice and assistance to others
Experience	Experience of working in a team
Experience	Experience of completing written assignments within a given deadline.

Qualification	<p>Five GCSEs at grade B/6 or above including Maths and English AND one of the conditions below:</p> <ul style="list-style-type: none"> <li>• Completion of the level 3 Civil Engineering Apprenticeship Standard.</li> <li>• 120 UCAS tariff points (e.g., three Bs at A-level) including a maths or science, exclude General Studies.</li> <li>• BTEC Extended Diploma in Engineering or Construction with overall results MMM.</li> <li>• T-Level in Construction: Design, Surveying and Planning: Civil Engineering Specialism: Pass with C on core section. Other T-level in Construction or Engineering occupation with equivalent A-level Maths at C or above.</li> </ul>
Special Requirements	<ul style="list-style-type: none"> <li>• To occasionally work outside of office hours.</li> <li>• Will be required to travel in the course of duties, ability to drive and access to a vehicle is preferable.</li> <li>• To undertake any additional training identified by the council.</li> <li>• Must not have already completed, started or otherwise be ineligible to undertake the Level 4 Civil Engineering Senior Technician Apprenticeship Standard</li> </ul>

Declaration			
Reviewed/Created By:	Rob Little		
Job Title:	Civil Engineering Senior Technician	Date:	27.05.2025