



Coventry City Council

## Job Description

<b>Job Title:</b>	Highways Technical Services Apprentice	<b>Job Number:</b>	
<b>Service:</b>	Highways	<b>Post Number:</b>	1025482
<b>Location:</b>	Whitley Depot	<b>Grade:</b>	Apprentice – Building & Civil Engineering

### 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.

### Job Purpose:

This role will involve learning, gaining experience 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 and Responsibilities:

- 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.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

**Responsible for:**

**Responsible to:** Team Leader

**Date Reviewed:** April 2018

**Updated:** May 2021

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Basic appreciation or knowledge of the different assets that make up and are part of any highway network and could require maintenance and repair.</li> <li>A basic appreciation of the general geographical area and the road network of Coventry City.</li> <li>General appreciation of the 'headline' services Coventry City Council provides.</li> </ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"> <li>Ability to use and understand IT systems in an office based environment, particularly MS Office programs.</li> <li>Understanding of maps and plans to be able to locate roads &amp; associated assets both on and across the wider highway network.</li> <li>Commitment and an ability to undertake appropriate training and study.</li> <li>Good numeracy skills to undertake calculations.</li> <li>Good communications skills at all levels, both verbal and written.</li> <li>To have an innovative and adaptable approach to solution finding.</li> <li>To be able to work with others and make a key contribution to the 'wider teams' success.</li> </ul>
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<b>Experience:</b>	<ul style="list-style-type: none"> <li>Good customer/people relationship skills.</li> <li>Experience of being part of a team, but also able to act under your own initiative.</li> <li>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.</li> </ul>
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<b>Educational:</b>	<ul style="list-style-type: none"> <li>A minimum of five GCSEs, including Maths and English at grade 4/C or above (or equivalent) for example, functional skills level 2.</li> <li>Ability to complete the Level 3 Construction Technical and Professional: Civil Engineering for Technicians Apprenticeship standard.</li> </ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"> <li>Ability to travel to both work base location and Solihull college</li> </ul>
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**Date Reviewed:** February 2018

**Updated:** May 2021