

Job Description and Person Specification



POST IDENTIFICATION

Post Title:	Highways Operative Apprentice
Job Evaluation ID:	1517EN
Grade:	3 £18,887 (SCP03) to £19,264 (SCP04)
Directorate:	Economy and Environment
Division:	Infrastructure
Section:	Highway Engineering
Location:	Highways House Penmaen
Responsible to:	Principal Engineer

JOB PURPOSE

Develop a range of work related skills and competencies, gain a sound understanding of the service and wider organisation, and work as part of the Highway Engineering Team to support the effective operational delivery of the service.

The service includes reactive patching and repairs, gully cleansing and drainage repairs, 24 hour, 365 days/year emergency response, winter maintenance service delivery and gully waste recycling. Working as part of a team this role will assist in the undertaking of duties relative to the maintenance and construction of highway infrastructure.

Successfully complete a Level 2 Foundation Apprenticeship qualification through the Welsh Apprenticeship Framework.

RESPONSIBILITIES

Job Specific

Responsibility to undertake all tasks as instructed either verbally or written by the supervising officer and ensure best working practices whilst working in the highway.

Ensure the Health and Safety of the workforce and public at all times and complying with Caerphilly County Borough Council policies.

Provide general support and assistance to skilled and specialist operatives employed within the service area as and when required.

Successfully complete a training programme in various highway maintenance and construction techniques / disciplines.

Erection and removal of appropriate, Chapter 8 signs and barriers. The Chapter 8 Regulations are codes of practice intended to help ensure signing, lighting and guarding of street works and road works on all highways and roads are carried out safely. The Code is directed at operatives, supervisors, managers, planners and designers who are responsible for making sure that all street and road works are safe for both operatives and the public.

Preparation, application, compaction and removal of soils, rocks, coated and other materials, involved in the tar macadam, slab, and kerb etc. procedures.

Work on highway furniture including erection, fixing and or dismantling.

Planting and general maintenance of the highways environment.

Driving and operation of vehicles as and when required (subject to having the appropriate Driving Licence). This will also involve the necessary routine checks and cleaning. For example routine maintenance, oil and water checks and cleaning. Notifying Supervisor of any issues that may affect ability or entitlement to drive or insurability. For example health or medical issues including changes in medication which may impair driving ability and/or any accidents or convictions.

The operation of a range of tools and equipment, which will include powered hand tools, minor plant and machinery.

Prepare all paperwork with regards to rechargeable works, timesheets, vehicle defects, vibratory tool usage, duty of care notes and any other additional items that may be required.

Required to communicate verbal and written instructions accurately to colleagues.

Set out minor works in accordance with verbal or written instructions.

Utilise the Mobile data capture device that is currently used for processing and completion of works tickets.

Required to work at various highway locations which will include working outdoors during adverse weather conditions. Personal protective equipment will be provided.

As maintenance and repair of drainage systems are regularly undertaken, there will be occasions where work has to be carried out in confined spaces. This will include working with culverts and water-courses.

Required to work outside normal working hours for highways emergency or unplanned works and winter maintenance standby rotas.

Organisational

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Ability to undertake a Level 2 qualification on the Credit and Qualifications Framework for Wales (CQFW).	New Roads and Street Works (NRSWA) qualification.
KNOWLEDGE		An understanding of Council services. Knowledge and experience of Chapter 8 regulations.
SKILLS	Able to work as part of a team. Able to communicate with colleagues and service users. Able to follow instructions. Able to complete tasks in agreed timeframes. Able to follow a structured training programme. Committed and motivated to personal development.	Welsh language skills. Able to use your initiative to resolve simple problems. Confident using IT (for example: email and word processing)
EXPERIENCE	No direct experience required for this role but a genuine interest to develop skills and experience in this area of work is essential.	Experience of working within a local authority environment. Previous experience of working within a civil engineering environment.
OTHER		Full UK Category B (Cars) driving licence to drive a Council vehicle.

For Office Use:

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	Yes
Registration:	No
Job Description Completion / Review Date:	10/03/2022