

## Job Description

<b>Department:</b>	Place and Economy
<b>Division/Section:</b>	Peterborough Highway Services
<b>Job Title:</b>	<b>Apprentice Highway Engineer (Highway Infrastructure)</b>
<b>Post No:</b>	TBC
<b>Grade:</b>	TBC
<b>Reports to:</b>	Highway Maintenance & Schemes Commissioning Manager
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<pre> graph TD     HSM[Highway Maintenance &amp; Schemes Commissioning Manager] --&gt; SE1[Senior Engineer Highway Infrastructure]     HSM --&gt; SE2[Senior Engineer Highway Infrastructure]     HSM --&gt; EM[Engineer Highway Maintenance]     HSM --&gt; PPO[Principal Programme and Project Officer]     SE1 --&gt; AHE[Apprentice Highway Engineer Highway Infrastructure]     PPO --&gt; SPO[Senior Programme And Project Officer]         </pre>
<b>DBS Check applicable?</b>	Regulated <input type="checkbox"/> Controlled <input type="checkbox"/> Neither <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports:</b> 0

<b>Job Purpose:</b>	<ol style="list-style-type: none"> <li>1. The post holder will contribute to a range of projects in a support capacity, with a view to learning and developing the attributes of a Highway Engineer across various functions within Peterborough Highway Services.</li> <li>2. To help achieve this, Apprentices will undertake a three-year development programme, which will give the individual the underpinning knowledge, experience and skills to become a Highway Engineer, with a view to further developing their career and gain a nationally recognised professional Engineering qualification. This will include academic training in Civil Engineering (Apprenticeship in Civil Engineering Technician Level 3 course).</li> <li>3. With support and training the postholder will be responsible for undertaking a range of different activities including undertaking site visits to assess conditions, monitoring traffic flow, drafting work order specifications, checking work undertaken on site and identifying interventions to achieve desired outcomes.</li> <li>4. The post holder will assist colleagues in the development of the City's forward programme of highway improvement works to ensure that key activities are prioritised, expectations managed and outcomes and targets are achieved.</li> </ol>
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### **Main Duties and Responsibilities:**

1. Working under supervision, assist with providing basic technical information, undertake straightforward design/analysis/works orders and provide quantities and dimensions associated with Schedule of Rates (using Method of Measurement) for projects and schemes (including routine maintenance works).
2. With guidance, operate specialist systems (including IT – particularly developing a knowledge of AutoCAD, Confirm and other Council systems), collate information and provide administration support in order to help deliver schemes and objectives.
3. With suitable direction assist with feasibility and scheme studies to ensure proposed schemes and programmes meet departmental and Council wide objectives and comply with national standards and best practice.
4. With necessary supervision undertake the collating of construction documentation, records and associated reports to meet the delivery of schemes and programmes, such as safety audits and quality standards under departmental policies and procedures.
5. With supervision, undertake site visits pre and post scheme delivery to generate sufficient information for the successful design, implementation and evaluation of studies, projects and works orders.
6. With direction assist with the day-to-day running of the contract including investigating and responding to customer or community enquiries alongside the development of public consultation exercises for projects and initiatives.
7. Develop an understanding of service standards to both external and internal customers and begin to build working relationships to encourage and improve partnership working.
8. Plan, undertake and review own performance, professional competence and development needs to improve performance.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
<b>DATE:</b>	February 2022	<b>COMPLETED BY:</b>	Martin Brooker