

Job Description

Department: Place and Economy

Division/Section: Peterborough Highway Services

Job Title: **Apprentice Highway Engineer (Highway Infrastructure)**

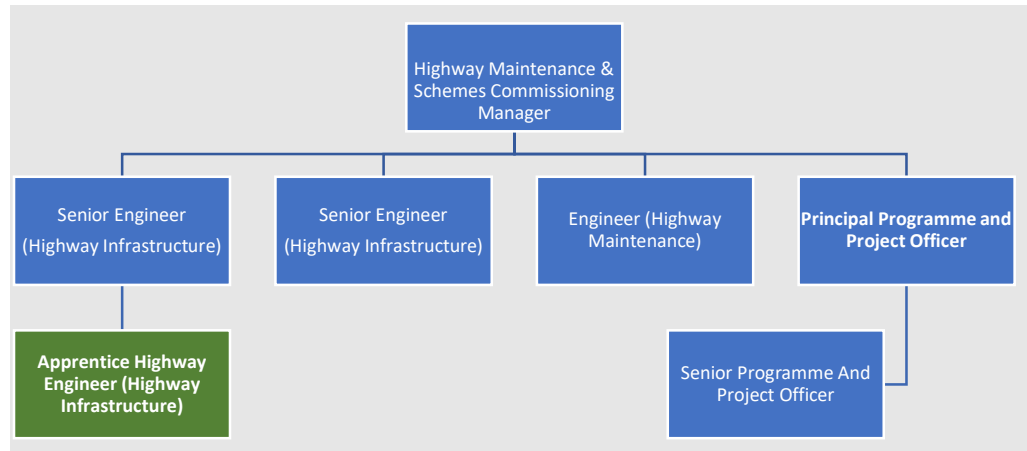
Post No: TBC

Grade: TBC

Reports to: Highway Maintenance & Schemes Commissioning Manager

**Organisation
Chart:**

**Show immediate
manager and any
jobs reporting to
this post.**



**DBS Check
applicable?**

Regulated Controlled Neither

Standard Enhanced None

**Is post exempt under the Rehabilitation of Offenders Act
1974 in respect of declaration of spent convictions?**

Yes No

**Line Management
responsibility for:**

No. of direct reports: 0

Job Purpose:

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.
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).
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.
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.

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.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

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.

Flexibility Clause: 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.

Variation Clause: 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.

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.

DATE: February 2022

COMPLETED BY: Martin Brooker

Person Specification

JOB TITLE:	Apprentice Highways Technician (Highway Infrastructure)	POST NO:	TBC
GRADE:	TBC	DEPARTMENT:	Place and Economy
HOURS	37		
DIVISION:	Peterborough Highway Services	DIRECTOR:	Adrian Chapman
DATE:	February 2022	COMPLETED BY:	Martin Brooker

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>A basic understanding of MS Office with a proven track record of being able to quickly develop IT skills (to a proficient standard) in various IT systems.</p> <p>Understand the importance of and the principles of health and safety individually and in the workplace.</p> <p>Knowledge of basic techniques and methods of data and technical information collection, analysis and evaluation with an ability to apply this to highway engineering models, designs, and technical solutions.</p>	<p>Able to use Computer-Aided Design (CAD) software.</p> <p>Knowledge of national codes and standards applying to the highway including the Highways Act 1980, Traffic Signs Manual or the Traffic Signs Regulations and General Directions.</p> <p>Knowledge of the sustainability agenda and its application across the highways industry.</p>
SKILLS & ABILITIES	<p>Ability to focus and demonstrate attention to detail in order to follow processes, analyse issues and develop interventions to solve problems.</p> <p>Spatial awareness in relation to highway design, layout and construction issues.</p> <p>A positive and proactive attitude for embracing change and an ability to work effectively within a changing work environment.</p> <p>Ability to develop and learn quickly within training requirements, applying learning effectively.</p>	<p>To write reports for both technical and non-technical audiences.</p> <p>Experience of solving engineering problems and using detailed technical information in a highway design or construction environment.</p> <p>A proven track record in learning and personal development.</p>

	<p>Demonstrable enthusiasm, self-motivation and responsibility combined with sufficient self-organisation to plan and carry out own work recognising the wider implications to customer needs, and within cost and resource limitations.</p> <p>Ability to communicate effectively with team managers, team members and (where appropriate) members of the public and other departments both in writing and in person.</p>	
EXPERIENCE	<p>This role requires no initial experience of the job role but the post holder needs to be able to demonstrate that they have an aptitude in literacy and numeracy skills and in spatial awareness.</p>	<p>Evidence of a sustained interest in highways and construction work is desirable.</p>
QUALIFICATIONS	<p>The postholder will need an educational achievement of at least 5 GCSEs at grade (A*-C) or (9-4) including English, Maths and Science.</p> <p>The postholder should already be on or willing to start an Apprenticeship in Civil Engineering (level 3) or other appropriate academic qualification.</p>	<p>Higher level qualifications are an advantage particularly if they are related to engineering or construction.</p> <p>Hold a supervisory level CSCS card.</p>
PERSONAL CIRCUMSTANCES	<p>Current full UK driving licence.</p> <p>Able to provide a suitably insured vehicle for use in connection with the duties or otherwise able to attend meetings away from the normal place of work.</p> <p>Willingness to attend evening and out of hours meetings in furtherance of delivering the programme of works.</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</p> <p>Demonstrate and understanding of how equality, diversity and inclusion should be considered in the delivery of highway engineering projects.</p>	
CUSTOMER CARE	<p>Knowledge and understanding of effective customer care</p>	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]

