

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH

JOB DESCRIPTION

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| <u>POST TITLE :</u> | Trainee Highways Operative |
| <u>CRAFT:</u> | Craft 2 Apprentice |
| <u>REPORTING RELATIONSHIP</u> | Civil Engineering Manager |
| <u>JOB PURPOSE :</u> | To follow a training programme and achieve levels of competence in the various elements of Civil Engineering |
| <u>POST NO.</u> | D12801 and D12800 |
| <u>PDR COMPETENCY FRAMEWORK</u> | Level 1, Expected Competencies for all employees |
| <u>TRAINING</u> | You are expected to work towards completing NVQ Level 2 in Highways Construction |

MAIN DUTIES/RESPONSIBILITIES

1. To follow a training programme and achieve levels of competence in the various elements of Civil Engineering.
2. To work as directed in strict compliance with relevant Health and Safety at Work Regulations.
3. To undertake training on Council procedures as and when required.
4. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
5. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
6. Carry out your role in line with the Council's Equality agenda.
7. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
8. Any other duties of a similar nature related to this post that may be required from time-to-time.

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date : May 2018

DARLINGTON BOROUGH COUNCIL**ECONOMIC GROWTH****TRAINEE HIGHWAYS OPERATIVE****POST NO - Various**

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|---------------------|---|----------------------|----------------------|
| | Qualifications & Education | | |
| 1 | GCSE Grade E or above in Maths and English (awarded pre 2017) Or GCSE Grade 3 or above in Maths and English (awarded 2017 onwards) | | D |
| 2 | Record of Achievement or equivalent | | D |
| | Skills | | |
| 3 | Demonstrable numeracy and literacy skills | E | |
| 4 | Able to work as part of a team | E | |
| 5 | Able to demonstrate practical skills | | D |
| | Personal Attributes | | |
| 6 | Enthusiasm to learn new skills and work in an outside environment. | E | |
| 7 | Able to demonstrate good attendance. | E | |
| 8 | Flexibility, willingness and motivation to expand knowledge and experience. | E | |
| | Special Requirements | | |
| 9 | The successful candidate will be expected to wear the uniform provided. | E | |
| 10 | Committed to working towards and obtaining NVQ Level 2 in Highways Construction | E | |