

**Job Description**

**Position Title: Apprentice Pavior**

**Position Ref. No:**

**Salary Grade: Apprentice Grade**

**Directorate: Economy and Place**

**Service: Infrastructure and Transportation – Highways Operations**

**Reports to: Highways Manager**

**Purpose:**

The post holder will be required to learn and be given training in the required skills and responsibilities of a Pavior over the term of the apprenticeship to then be able to undertake the full range of duties listed below.

**Main Duties and Responsibilities:**

* Carry out all types of paving, kerbing and related highway works including concrete finishing, tarmacing, etc. ensuring compliance with specification, quality standards, and in accordance with all current relevant codes of practice and legislation
* Carry out the installation of all types of street furniture including signal poles, guard rails, litter bins, cycle racks, etc. and to liaise with suppliers on site where necessary
* Erect and dismantle temporary traffic management including cones, signs, temporary traffic lights, barriers, etc.
* Plan and organise works directly from drawings, specifications or work instructions.
* Measure, mark out, calculate and order materials as required/ in the absence of the manager.
* Carry out all works in an efficient and effective manner.
* Complete all necessary paperwork relating to the position.
* Drive, when required, any vehicle or plant deemed necessary that he/ she is licensed for, or received training for.
* Ensure all generic and project specific risk assessments are followed and complied with at all times.
* Work with skill and care following all supplier/ manufacturer guidance for the safe use of hand and power tools, plant, machinery, etc.
* Be responsible for adopting safe work methods and complying with all instruction, guidance and trigger levels when using vibratory tools, plant, machinery, etc.
* Take reasonable care for the Health and Safety of yourself and of other persons who may be affected by your acts or omissions at work.
* Co-operate fully with your employers in assisting them to fulfil their statutory duties.
* Undertake any Health and Safety Training deemed necessary.
* Must wear Personal Protective Equipment when required by Risk assessments, CoSHH assessments, Codes of Practice, Training, etc.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates
* To treat all information gathered, either electronically or manually in a confidential manner
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council’ use Council information only for authorised purposes.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
* **Other Conditions of Service:**
* A staff uniform is provided which should be worn at all times.
* The postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.



**Person Specification**

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**Salary Grade:- Apprentice Grade**

**Service: Infrastructure and Transport – Highways Operations**

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| **Essential Requirements** | **Method of Assessment** |
| **Experience/Education/Training**   * Numeracy and literacy skills * Commitment to attend appropriate training to obtain Level 2 Qualification. * Participate in and complete the in-house training programme. | Application Form/ Interview |
| **Skills/knowledge and Ability**   * Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information. * Able to work effectively within a busy team environment, or independently. * Be able to provide excellent customer service by being able to delight customers, and deliver high quality tailored services to meet needs and exceed expectations. * Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. * Able to work at a fast pace and cope well with a higher level of workload. * Able to adapt to changes in colleagues, settings and working environment * Able to pay attention to detail. | Application Form/ Interview |
| **Work related circumstances**   * Ability to meet the travel requirements of the post and a willingness to travel to various sites within the boundary of the City of Sunderland when required. * Ability to work outside of normal working hours to meet the needs of the service. * Compliance with health and safety rules, regulations and legislation. * Ability to undertake Training * Commitment to Equal opportunities | Application Form/ Interview |