

**NEIGHBOURHOODS & REGULATORY SERVICES DEPARTMENT**

**JOB TITLE:** Apprentice - Paviour

**DIVISION:** Regeneration & Neighbourhoods

**GRADE:** Apprentice Scale

**RESPONSIBLE TO:** Highway Operations Supervisor

**POST REFERENCE:**

**Purpose of Post**

To assist with highway maintenance and construction tasks on new developments, maintenance schemes and associated works.

**Key Relationships**

Engage with the public, colleagues and management.

**Main Duties and Responsibilities**

1. Direct Service provision including:-
* Emergency works
* Responsive repairs
* Programmed repairs/maintenance
* Works to capital funded schemes
* Any other associated work which may arise in the provision of the Highway Maintenance service
1. To carry out tasks including:-
* Modular and block paving
* Lay kerb and channels
* Lay in-situ concrete and associated steel reinforcement
* Install and remove bollards
* Excavation work
* Prepare sub-bases and lay all types of flexible surfaces
* Set up, maintenance and removal of traffic management
* Associated iron work (i.e. manholes, gully’s)
* Construction of manholes in brickwork or concrete drainage rings
* Install, maintain and remove formwork and shoring-up equipment
* Installation and repair of all types of drainage pipes and systems and operate mechanical jetting plant.
* Supervision and direction to Driver Labourers when paired or grouped with the post holder.

3. Ensuring that there is full compliance in:-

* Achieving target dates and deadlines
* Health and Safety requirements
* Applying all approved working systems and procedures
* Punctual attendance at work

4. To complete all necessary paperwork / utilise technology and systems relating to the position.

5. To ensure that all plant, communication equipment, tools and vehicles used are secure, maintained and treated with care.

6. To ensure that all working practices are carried out in a safe manner and report any incidents which may arise, using the appropriate procedure.

7. To ensure that stores issues are correctly administered and that items are returned and credited where appropriate.

8. To act in a courteous manner when dealing with our customers and other appropriate bodies, including keeping appointments when appropriate.

9. To ensure that all waste and spare materials are cleaned up and removed from the highway and vehicles.

10. To attend training and development courses as required and participation in schemes of assessment, professional development and review.

11. Any other duties of a related nature which might reasonably be allocated and required by the Highway Operations Supervisor or Team Leader.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.