

**JOB DESCRIPTION**

<b>Post Title: Apprentice Construction Level 2</b>		<b>Director/Service/Sector:</b> Local Services - Highways		<b>Office Use</b>
<b>Band:</b> Apprentice Salary		<b>Workplace:</b> Highways, Morpeth Depot (Varied)		JE ref: 3718
<b>Responsible to:</b> Line Manager		<b>Date:</b> June 2022	<b>Job Family:</b> Traffic / Highways / Transport / Road Safety	
<b>Job Purpose:</b> To work in a supported learning environment to develop the skills and knowledge that will assist the apprentice to complete their qualification in Construction Trades and secure employment and progress in their career in the future.				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	Use of IT Equipment and shared responsibility for other equipment provided		
	Clients	Visitors & Contractors		
<b>Duties and key result areas:</b> Knowledge (on completion): <ul style="list-style-type: none"><li>To undertake and successfully complete the End Point Assessment of the apprenticeship standard.</li><li>To know and understand the principles of health, safety, and welfare and how to apply this in relation to your own role and of others</li><li>To know and understand the responsibilities under current legislation (including Health and Safety at Work Act 1974, Provision and Use of Workplace Equipment 1998, Manual Handling Operations regulations 1992) and official guidance (risk assessments, method statements) to undertake work</li><li>To know and understand how to work in accordance with the National Highways Sector Schemes, Industry Codes of Practice, the New Roads &amp; Street Works Act and other guidance relevant to the occupation</li><li>To know and understand the structure of the highway, civic engineering methods, construction technology and have knowledge of different road categories and types, construction materials and working methods</li><li>To know and understand how to identify, locate, and excavate around underground services such as gas and power cables to avoid strikes and loss of service</li></ul> Skills (on completion): <ul style="list-style-type: none"><li>Be able to apply appropriate health, safety and environment procedures when working on the road</li><li>Be able to plan and undertake work practice productively when carrying out repairs to potholes, pavements and kerbs, and laying new surfaces on rural and urban roads</li><li>Be able to read, interpret and work to drawings, specifications, and highways information. Highways information will include details on the use of safety barriers, cones, traffic flow and safety zones to work within, whilst employed on the highway</li><li>Be able to use underground cable locators to identify buried water, gas, sewer lines or other utility services, and once identified excavate by hand around the line to stop any damage and disruption to services</li><li>Be able to apply safe working practice for removing, storing, lifting, and handling of resources</li><li>Be able to excavation and reinstatement of the highway by carrying out maintenance and repairs, including removal of material within the road or road side using hand or power tools and reinstatement of the area using concrete, screeds, sub-base, aggregates for bituminous materials</li><li>Be able to install street ironworks (drain access covers and frames and gully gates situated on the road) to given work instructions</li><li>Be able to prepare and operate powered tools or pedestrian plant, machinery, or equipment for use on roads. This will include machinery for generator's, pumps, pedestrian operated plant (e.g. pushed roller), mixers, compressors, and self-powered tools (pneumatic drill)</li><li>Be able to prepare, set up and work within temporary traffic management (using cones and barriers to section off elements of the road from vehicles and pedestrians) on urban and rural roads, whilst excavating and reinstating the highway</li></ul>				

- Be able to work with other sub-contractors on larger schemes (e.g. traffic management)
- To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
- To be committed to follow policies, practices, and procedures in relation to employees of the County Council
- To be committed to self-development making use of training and development opportunities identified through appraisal
- To ensure job knowledge is updated by following council instructions, attend team meetings, participate in supervision and to adhere to the requirements of the training provider to undertake the required apprentices standard

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Outdoors exposure to all weathers.

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Apprentice Construction Level 2		<b>Director/Service/Sector:</b> Local Services - Highways	Ref: 3718
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>			
<p>Grade 4 (c) GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills) A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</p> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>		Applicants without Level 2 English and maths will need to achieve this level prior to taking their end point assessment.	a/i
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Working as a team player</li> </ul>		<ul style="list-style-type: none"> <li>Experience of dealing directly with customers</li> </ul>	a/i
<b>Skills and competencies</b>			
<ul style="list-style-type: none"> <li>Confident communicator and able to deal with problems</li> <li>Good communication skills</li> <li>Ability to understand and follow instructions</li> <li>Ability to work as part of a team and support colleagues</li> <li>Ability to maintain confidentiality where necessary</li> <li>Able to be flexible in work activities, location and hours of work</li> </ul>			a/i
<b>Physical, mental, emotional and environmental demands</b>			
<ul style="list-style-type: none"> <li>Ability to work to deadlines</li> <li>Flexible approach to dealing with and adapting to change</li> <li>Committed to providing excellent customer service</li> <li>Ability to respect confidentiality</li> </ul>			a/i
<b>Motivation</b>			
<ul style="list-style-type: none"> <li>Passionate about beginning a career with Northumberland County Council</li> </ul>			a/i

Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others  
e.g. case studies/visits