**Job Title – Civil Engineering Apprentice**

**Grade Scale 3**

**Job Description**

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| **Job Purpose** |
| To undertake formal training in various engineering disciplines and to provide assistance to professional engineers under supervision. This could include the design and implementation of civil, traffic and highway engineering schemes.  The postholder will be expected to study for a HNC (or equivalent) in Civil Engineering whilst in post. |
| **Major Tasks** |
| |  | | --- | | To assist engineers with inspections, monitoring, surveying and site measurements. This will include prolonged periods based on site.  To assist the Project Supervisor in his tasks in supervising civil engineering.  To assist in the preparation of scheme designs using AutoCAD under guidance from a Project Engineer.  To assist with other engineering schemes and tasks as necessary.  To assist engineers in the use of the Council’s GIS system.  **Other Service Specific Tasks**  To provide utility information to engineers, senior engineers and other service areas of the council.  Providing technical and administrative support to engineers across the teams and within the Service Area.  Providing administrative, business and project support to the work of the Team Leaders.  Keeping up to date with developments in civil engineering and environmental issues. | |
| **Contacts & Relationships** |
| The post holder will have regular contact with the Engineers and Senior Engineers.  Manager.  The nature of the work will require the post holder to work with internal multi-disciplinary groups such as project teams as well as external bodies such as contractors and utility companies.  The post holder will have some contact with contractors and will be requested to undertake daily site visits to ensure compliance with agreed design criteria and regulations. |
| **Creativity** |
| The post holder will be expected to support the production of technical reports under guidance from the Engineers and Senior Engineering, as well as collating technical data and information as requested by various Service Areas.  The post holder will be expected to organise and prioritise their own workload under guidance.  To prepare engineering drawings using Auto Cad with some assistance from senior engineers.  The work will involve some routine tasks which will be carried out within broad guidelines provided by the Senior Engineers. |
| **Decisions** |
| The post holder will be expected, with guidance, to offer a contribution to decisions based upon sound engineering judgement.  The post holder will be expected to work within the current policy relating to highway engineering functions. Creative thinking and organisation in delivering a variety of tasks at any one time will be needed. |

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| **Management & Supervision** |
| The post holder will not have any direct responsibility for the supervision of permanent  staff. |
| **Supervision Received** |
| The post holder will report directly to the Team Leader but will be expected to work closely on a daily basis with Engineers and Senior Engineers.  The post holder may be part of a project team and will be expected to contribute to the team and the project manager.  The post holder will be expected to organise and prioritise their workload on a daily basis with assistance from the Team Leader. |
| **Complexity** |
| Able to work independently in the office and with other staff both in the field and in the office.  To obtain and collate information for schemes with some direction and within the guidelines set by Engineers.  To assist with elements of design, documentation and construction supervision on schemes under supervision and within the guidelines as set by Engineers.  To operate basic computer software for word processing and spreadsheets competently and an aptitude to develop competence in other engineering computing software.  Must be able to demonstrate an ability to deal with complaints and enquiries reliably in the manner directed by the Team Leader, Group Manager or Service Delivery Manager and set by the council’s formal complaint system.  Must be able to demonstrate an ability to respond reliably to other initiatives and action generated by the Team Leader, Group Manager or Service Delivery Manager.  Must be able to demonstrate an aptitude to develop own skills and initiatives to allow personal development.  Must be able to demonstrate interest and enthusiasm in delivering a high quality engineering service and be able to react and demonstrate flexibility in an ever demanding changing working environment. |
| **Resources** |
| Use of static and mobile ICT devices in the office and on site |
| **Impact** |
| The purpose of the role is to support the team ensuring that the Council fulfils its duties under the Highways Act and Traffic Management Act. |

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| **Physical Demands** |
| The roles requires regular site visits and inspections that may include a significant amount of walking depending on the task.  Some operations can be physically demanding such as installing signs, placing traffic management equipment and positioning trailers in accordance with provided method statements and risk assessments |
| **Working Environment** |
| The postholder is also required to carry out site visits across the borough including live construction sites.  The post holder will be expected to work outside regularly. |
| **Emotional Context** |
| The role involves supporting the delivery of schemes whereby the deliverable can have a long term impact on a number of users. However this impact will not be directly dealt with by this role. |
| **Other** |
| The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.  The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.  The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations. |

**Person Specification**

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| **Criteria** | **Standard** |
| **Qualifications** | • 5 GCSE’s including maths and English (grade C or above). |
| **Experience** | • Experience in the operation of computer software.  • Experience in the use of standard word processing, spreadsheet and database software.  • Completion of A-Level studies is desirable. |
| **Knowledge** | • Basic knowledge of office procedures.  • Knowledge of Microsoft software packages. |
| **Skills** | • Able to communicate effectively, both orally and in writing including  Presentation Skills.  • Able to demonstrate practical skills and problem solving skills. |
| **Personal style & behaviours** | • As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these  may be updated from time to time and are available on the  Council’s intranet pages.  • To demonstrate an aptitude to develop own skills and initiatives to allow personal development. To show continuing personal development to enhance career. To progress with civil engineering qualifications.  • Must be able to demonstrate interest and enthusiasm in delivering a high quality engineering service and be able to react and demonstrate flexibility in an ever demanding changing working environment.  • Willing to take personal responsibility under and abide by the  Council’s Health and Safety Policy.  • A personality, which will facilitate working with a team or alone, combined with an ability to work under pressure and an enthusiasm to learn.  • Keenness to develop, particularly in the field of IT.  • A flexible outlook and a willingness to undertake other tasks as required within the Service Delivery Unit. |
| **Fluency Duty** | • Can use language flexibly and effectively for social, academic and  professional purposes |
| **Political Restrictions \*\*** | This post is not subject to political restrictions. |

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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| **Type of criminal records checks required for this post** | **Ticked as required** |
| None | X |
| Basic Disclosure |  |
| Standard Disclosure |  |
| Enhanced Disclosure |  |
| Working with Adults - Regulated Activity |  |
| Working with Children - Regulated Activity |  |

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

*\*\* Political Restrictions*

*Certain posts in the council are designated as ‘politically restricted’, which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:*

This post has been identified as being politically restricted.

*Where the post has been identified as****not****being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.