

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	ENVIRONMENTAL SERVICES
Division:	
Section:	
Sub Section:	
Post Title:	APPRENTICE HIGHWAYS MAINTENANCE OPERATIVE
Vision Post Number:	TBA
Grade:	NATIONAL MINIMUM WAGE
Responsible to:	STREETCARE OPERATIONS MANAGER
Posts Reporting to this Post:	NONE
Team:	
CRB Required Level:	N/A
Location:	Pentrebach Depot
Date of Description:	01 JUNE 2012

KEY OBJECTIVES

TO CONTRIBUTE TO THE ACHIEVEMENT OF THE OBJECTIVES AND PERFORMANCE TARGETS OF THE DEPARTMENT.

SPECIFIC RESPONSIBILITY

1. To complete an Apprenticeship Training Framework in Highways Maintenance delivered by Coleg Morgannwg on a day release basis.
2. To contribute to achieving the objectives of the Service.

3. To work in a professional manner and portray a positive image of the council in the workplace.
4. To learn and develop skills in a highway environment.
5. To develop and apply bricklaying skills to masonry work, kerb laying, laying paving , drainage works and other highway related work.
6. To work as directed by the Streetcare Team Leader (Highways) for daily operations.
7. To undertake training in the use of plant and equipment such as cement mixers, kerb saws, rollers, plate compactors, etc.
8. To undertake training relating to safety on the highway.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

This post will require candidates to be suitable for the role before commencing, and thereafter may be subject to health assessments for factors intrinsic to the post.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. Staff are expected to alert their line manager to any concerns they may have regarding the abuse or inappropriate treatment of a Child or Young Person, or Vulnerable Adults.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	Commitment to work towards qualifications required for the post Good communication skills with the ability to listen and learn	Basic knowledge of using manual tools.
EXPERIENCE	Commitment and interest in outdoor work to improve the environment	
COMPETENCIES		
1. Working with Others	Is a 'team player' Is willing to help others Always treats other people with respect and is open and approachable at all times	
2. Communicating Effectively	Is always polite and courteous, speaks clearly Listens well to others; understands what they mean, not just what they say	

3. Demonstrating Technical Ability	<p>Knows how to use all of their equipment correctly</p> <p>Works to their best ability and Is enthusiastic about getting new training and qualifications</p> <p>Is enthusiastic about getting new training and qualifications</p>
4. Working Safely	<p>Checks and sticks to guidelines for use of equipment and materials.</p> <p>Never attempts to carry out risky tasks without appropriate training/guidance.</p>
5. Being Committed and Reliable	<p>Has a positive attitude towards completing any necessary tasks</p> <p>Goes 'the extra mile' to get work finished to a high standard</p> <p>Is willing to take instruction and advice. Learns from other team members in order to do the job better</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Ability to travel independently in line with the requirements of the post and any training required.</p>