

Job description

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|---------------------------|--------------------------------|
| Job Title: | Highway Maintenance Apprentice |
| Grade: | Dorset Grade 3 |
| Job Evaluation Reference: | ES 084 |
| Job Family: | Building & Construction |

Purpose and impact

1. To undertake, generally as part of a team, the maintenance and construction of roads and sewers.
2. There is a duty to ensure the safe operation of plant and equipment at all times with particular responsibility for the safety of the workforce and public in relation to it.
3. It is pointed out that the detailed duties may vary from time to time without changing their general character and may be of a less skilled nature.
4. Working under direct supervision.

Key Responsibilities

5. Duties will include the need to work to precise levels and requirements in construction work in a number of tasks eg drain-laying, trench timbering, manhole construction, shuttering, steel fixing, scaffolding, reinforcing concreting, kerb laying, walling, flag and block paving and sewers in tunnels.
6. Duties may include the driving of vehicles and wheeled tractors with simple attachments and where appropriate, vehicle checks, required routine maintenance (oil and water checks) and cleaning.
7. The erection and removal of appropriate signs and barriers, the preparation, compaction and removal of soils, rocks, coated and other materials.
8. Work on highways furniture and equipment (erection fixing and/or dismantling).
9. Planting and general maintenance of highways environs.
10. Providing general support and assistance to skilled and specialist operatives.
11. General road worker labouring duties including:
 12. Excavating and clearing.
 13. Loading and unloading by hand.
 14. Fetching and carrying.
 15. Spreading and levelling.
 16. Cleaning and sweeping.
 17. Assisting in measurement or level setting.
 18. Required to operate powered hand tools, minor plant and machinery.
 19. The planning and removal of road signs and barriers for the safety of the public and other road workers.
20. To participate in the Dorset Highways emergency call out rota.
21. Any other duties commensurate to the grading of this post.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.



Supervision and management

22. Reporting to: Site Agent

Other factors

- 23. Responsibility for physical and financial resources: Small items of hand tools up to the value of £500.
- 24. Daily exposure to the elements
- 25. Emergency (24 hr) call-out rota where exposure to disagreeable sights is common.
- 26. Unsociable hours eg winter maintenance cover for the highways.
- 27. Exposure to pesticides and chemicals.
- 28. Working on the highways including high speed roads.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential criteria are the minimum requirement for the above post.

Desirable criteria will only be used in the event of a large number of applicants meeting the minimum essential requirements.

Essential

| Qualifications/ training/registrations | |
|--|---|
| Required by law, and/or essential to the performance of the role | |
| 1. | |
| 2. | |
| 3. | |
| Experience | |
| 4. | |
| 5. | |
| 6. | |
| Skills, abilities & knowledge | |
| 7. | |
| 8. | |
| 9. | |
| Behaviours | |
| 10. | Respect |
| 11. | Responsibility |
| 12. | Recognition |
| 13. | One Team: Collaboration |
| Other | |
| 14. | |

Desirable

| Qualifications/ training/registrations | |
|---|--|
| 15. | |
| 16. | |
| 17. | |
| Experience | |
| 18. | |
| 19. | |
| 20. | |
| Skills, abilities & knowledge | |
| 21. | |
| 22. | |
| 23. | |



Person specification

| Behaviours |
|------------|
| 24. |
| Other |
| 25. |

| Approval | | | |
|----------|--------------|------|-----------|
| Manager | Pay & Reward | Date | June 2017 |

