



Job profile

Highways Apprentice

Group: Housing, Environment & Healthy Communities

Service: Street Scene Services (Highways)

Location: Shearlegs Road, Gateshead

Line Manager: Operations Manager

Car User Status: N/A

Job Purpose

To obtain the skills and knowledge to complete the Highways Maintenance Operative Apprenticeship through the work based assessment and training college, on a range of Highways construction projects/schemes & maintenance work.

The key roles of this post will include:

Although the duties may vary, they will be General Highways Operations and associated activities involving:

1. Promoting a positive health, safety and working culture.
2. Assisting the new construction and highways maintenance work e.g. on roads, footpaths, cycle ways and bridges including drainage and fencing etc. Carry out basic trade instructions.
3. Repair potholes, pavements and kerbs
4. Read, interpret and work to drawings, specifications and highways information.
5. Install Street Ironworks to given work instructions relating to access covers and frames and gully gates situated on the road.
6. Prepare, set up and work with temporary traffic management systems
7. Use of powered hand tools and work equipment.
8. To have good relationship with customers and be dedicated to the provision of an exceptionally high quality service.
9. To maintain good conduct, attendance and timekeeping, and a good quality of work at all times
10. Work as part of a team with other trades in Street Scene Services.
11. Any other duties assigned by the manager/supervisor.



Knowledge & Qualifications

Essential:

Knowledge/Experience of:

- Ability to follow instructions.
- Effective Communications skills.
- Ability to work as a team member
- Interested in highways construction
- Ability to form effective working relationships with colleagues
- Good organisational skills
- Reliable
- Punctual
- Self-motivated
- Committed to self-development
- Enjoys outdoor manual work

Qualifications

- A good basic general education to GCSE level or equivalent including English and Maths.
- Full driving licence or a commitment to acquire full driving license within 2 years of appointment at own expense.

Desirable:

Knowledge/experience of:

- Previous projects where initiative was demonstrated
- Knowledge of IT systems.
- Experience of team working
- Previous work experience (e.g. voluntary work, weekend work)
- Awareness of the work within Civil Engineering
- Basic knowledge of role of a Highways Operative



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences