

JOB DESCRIPTION

Job Title: Roads Maintenance Apprentice		Ref No:	JE Ref: G947
Department: Roads Maintenance (Technical)		Band: 2/3	Location: Dumfries & Galloway
Responsible To:	Responsible To: Roads Maintenance Manager		
Responsible For:	Responsible For: None (Training Position)		
Job Purpose:	To support the Roads Maintenance Technical Team in delivering engineering, asset management, and maintenance functions across Dumfries and Galloway. The Graduate Apprentice will undertake a BSc in Civil Engineering while the Modern Apprentice will undertake an HNC in Civil Engineering, combining academic study with practical workplace experience.		
Main Responsibilities:	• Assist with technical surveys, site inspections, measurements and workforce supervision. • Data collection and record data accurately for use in engineering designs, reports, and asset management systems. • Support preparation of drawings, specifications, and technical reports. • Participate in condition assessments of roads, footways, drainage, and associated assets. • Assist in development of maintenance programmes and improvement schemes. • Use engineering software and digital tools to support technical work. • Work with senior staff to ensure compliance with health & safety standards and council procedures on site and in the office.		
Job Activities:	• Undertake training aligned to the BSc / HNC apprenticeship framework. • Attend college or university as required. • Apply academic learning to practical engineering tasks. • Support with preparation of documentation, record-keeping, and data management. • Engage with contractors, consultants, and internal teams including on site work visits. • Follow all health and safety requirements • Work collaboratively with senior officers & technicians, and other teams to support project delivery. •To liaise with other Council services, Local Members, Community Councils, contractors and members of the public		

Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance in accordance with the Council's values of customer first, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work considering the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:		Date:

Jan 2012 //HR