



**SWINDON**  
BOROUGH COUNCIL

## Role Profile

<b>Job Title:</b> Apprentice Road Worker – Highways Maintenance Skilled Operative	<b>Role Profile Number:</b> N/A
<b>Grade:</b> AEL1 (apprentice) Apprenticeship (Level 2) <b>Salary:</b>	<b>Date Prepared:</b> June 2021
<b>Directorate/Group:</b> Operations	<b>Reporting to:</b> Highway Supervisor
<b>Structure Chart attached:</b> No	No

### Job Purpose

To work within the Highway team to learn the safe working practices for the routine and planned maintenance of the Highway from repairing potholes and defects within the footway and carriageway, installation of iron works, gully covers, identification of buried water, gas, sewers and other utility.

To achieve this, you will be given a training plan that will detail opportunities where you will be able to build up your knowledge and expertise in this area. Over two years you will be expected to shadow specialist road workers and supervisors to gain a basic understanding of the role, including take part in academic studies to enhance the learning around identification of defects, construction methods, safe use of power tools and plant, traffic management and Health and Safety.

Your progress and performance on the role, including academic performance will be reviewed in monthly 1:1s, and at quarterly progress meetings with a final review at the end of year one. Satisfactory progress at the end of year one will determine if you continue into year two.

As this is a trainee post, you will be expected to carry out any of the duties described with full support and guidance from a qualified and experienced road worker.

Attend learning facilities when instructed to gain relevant qualifications.

### Key Learning Accountabilities

#### Behaviours

- Including effective communication both written and oral.
- Working effectively within a team
- Independent working and taking responsibility for the completion of your own work.

- Adaptability, assertiveness and confidence, particularly around resisting pressures to work unsafely.

### **Work**

- The principles of health, safety and wellbeing and applying this when working on the road
- All aspects of setting up, maintaining and dismantling traffic management
- Excavation and reinstatement of the highway by carrying out maintenance and repairs, including removal of material within the road or roadside using hand or power tools and reinstatement of the area using a variety of materials.
- Installation of street ironworks (drain access covers and frames)
- Use of underground cable locators to identify buried gas, water, sewer lines and other utility services and once identified, excavate by hand around the line.
- Understand the structure of the highway, civil engineering methods, construction technology and have knowledge of different road categories and types, construction materials and working methods

### **Supplementary Accountabilities**

- As a member of the Operations management team, actively participating in any work or initiatives requiring cross team or cross organisational working within Swindon Borough Council.
- Adopt a collaborative and supportive approach, maintaining up to date professional knowledge and providing advice and assistance to colleagues as required.
- To support the Delivery and Assurance Manager, writing Cabinet/Committee reports and briefings.

### **Knowledge & Experience**

- Self-motivated to train and learn about all aspects of tree work.
- Be confident to work at height and be prepared to work in all weather conditions
- Excellent listening, communication and interpersonal skills

### **Qualifications**

- Educated to GCSE level  
(Apprentices without Level 1 in English and Maths will need to achieve this level and take the test for level 2 English and Maths prior to taking the end-point assessment.)

### **Decision Making**

- Can make effective decisions quickly commensurate with the level of ability achieved.
- Shows creativity in using resources to deliver cost effective services

### **Creativity and Innovation**

- Reviews ways of working and identifies opportunities to improve learning and understanding
- Continually identifying, evaluating and implementing innovative new areas of partnership to maximise and enhance the benefits for the wider community

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>Personal IT assets and PPE issued.</p>
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**Contacts and Relationships**

Working in a collaborative manner with Members, other directorates, external and internal customers, community members and other bodies that interact with this role.

**Values and Behaviours**

We strive to underpin our culture of being At our Best through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours by displaying:

- Accountability at all levels
- Customer care and pride in what we do
- Continuous learning and evaluation
- Valuing one another and the contribution each of us makes

**Other Key Features of the role**

- Team player capable of influencing and working within cross-functional teams
- Required to work anti-social hours
- Having the confidence to speak out for what is best for Swindon, even when it is not easy to do so.
- Ability to make site visits throughout the Borough
- Be able to attend all training when requested to do so, which may, on occasions be outside of the Borough.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	