

Lancashire County Council

Job description for the post of: Apprentice Highways Operative – Lancashire Highways Service (fixed term training contract)

Directorate: Highways and Transport

Location: Various

Establishment or team:

Highways Operations

Post number:

Grade: Apprentice salary

Line manager: Highway Manager

Car user: None

Staff responsibility: None

Number of staff directly supervised: 0

Which business plan covers this post? Operational Services

Core Purpose

The purpose of this job is:

To acquire skills, knowledge and gain qualifications to enable Lancashire Highways Service to offer employment in Highways Services to the people of Lancashire.

Core tasks

- Prepare and use a wide range of work resources including hand operated powered tools and traffic management equipment and prepare the work area.
- Carry out general highway maintenance and scheme operations including excavation and reinstatement of footways and carriageways and installation of street furniture.
- Laying of kerbs and channels.
- Construction of different footways and carriageway structures using a range of materials and work methods.
- Undertaking drainage and associated operations.
- Assisting in emergency call out and winter maintenance operations.
- Maintain positive working relationships
- To carry out any other similar or related duties at the same level of responsibility as requested by the Area Operations Manager.

Prepared by: Phil Baird

Date: May 2022

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Lancashire County Council

Person specification form		
Job title: Apprentice Highways Operative (fixed term training contract)	Grade: Apprentice Salary	
Directorate: Highways and Transport	Post number: Various	
Establishment or team: Highway Operations		
Requirements (based on the job description)	Essential (E) or desirable (D)	To be identified by: application form (AF), interview (I), Assessments (A),
<u>Qualifications</u> GCSE, minimum grade 4, in maths and English or equivalent (i.e. completion of Year 1 of the Foundation Construction Award)	D	AF
<u>Experience</u>		
A good school/college/work record in terms of time keeping, conduct and punctuality	E	AF/I
Evidence of general work experience	D	AF/I
Have undertaken a course where assessment is by project work or course work	D	AF/I
<u>Knowledge, skills and abilities</u>		
An enthusiastic and positive attitude towards training	E	AF, I
An interest in the Civil Engineering / Highways Industry	E	AF, I
Previous experience of working as part of a team	D	AF, I
Show initiative, motivation and gets on with tasks	E	AF/I
Communicates effectively and clearly	E	AF/I
Other (including special requirements)		
1. Commitment to equality and diversity	E	I
2. Commitment to health and safety	E	I
3. Commitment to punctuality, conduct and timekeeping at work	E	AF, I
4. Display the LCC behaviours and values and actively promote them in others	E	AF, I
5. Full, current driving licence (if not currently in possession then this must be obtained within two years of employment commencing)	E	AF, I
6. Commitment to apply themselves to the apprenticeship with commitment and diligence.	E	AF, I

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Note: We will always consider your references before confirming a job offer in writing.

LANCASHIRE COUNTY COUNCIL

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

CONFIDENTIAL

Team/Establishment	Lancashire Highways Service - Operations
Post/Job title	Apprentice Highways Operative (fixed term training contract)
Description of main activities the employee will be required to undertake (or attach job description) Attached	
Form completed by: (print name) PHIL BAIRD	

A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	X	
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	X	
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).		X
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	X	
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.		X
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i>).	X	
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		X
8	Work with lead or lead-based products (<i>e.g. some paints</i>).		X

9	Food handling/preparation (of raw or uncooked food only).		X
10	Occupational fieldwork or work in extreme conditions (e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work).	X	

B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	X	
12	Working in isolation/lone working.		X
13	Work with electrical wiring (e.g. colour blindness).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).	X	
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).	X	
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	X	
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).		X
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	X	
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).		X

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Line Manager/ Headteacher (please print)			
Signature:			
Telephone Number:		Date:	May 2021