

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title: Highways Road Marking Apprentice</b>		<b>Director/Service/Sector:</b> Local Services - Highways		<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework		<b>Workplace:</b> Various		JE ref:
<b>Responsible to: Line Manager</b>				
<b>Job Purpose:</b> To work in a supported learning environment to develop the skills and knowledge that will assist the apprentice to complete their qualification in Construction Trades and secure employment and progress in their career in the future.				
<b>Resources</b>	Staff	None		
	Finance	None		
	Physical	Shared responsibility for the careful use of vehicles and allocated tools and equipment.		
	Clients	Visitors & Contractors		
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. <b>You will complete apprenticeship training to enable you to develop into the below responsibilities:</b> <ol style="list-style-type: none"><li>1. Apply health, safety, and environmental procedures when working on the highway, including safe use of PPE and handling hazardous materials like thermoplastic.</li><li>2. Prepare road surfaces for marking (e.g. cleaning and priming).</li><li>3. Set out road markings according to drawings and specifications, including lining, symbols, letters, and reflective studs.</li><li>4. Operate and maintain road marking equipment and hand tools such as gas torches, screed boxes, and line painting machines.</li><li>5. Mix and apply road marking materials (e.g. hot thermoplastic, cold-applied paint, or MMA resins).</li><li>6. Understand and interpret site layouts, traffic management drawings, and line marking specifications.</li><li>7. Implement and work within temporary traffic management systems (cones, barriers, signage) to ensure safety.</li><li>8. Work flexibly across rural and urban locations, potentially outside standard hours depending on operational needs.</li><li>9. Collaborate with other highways staff and contractors as needed.</li><li>10. Follow instructions and procedures in line with the Council's safety, equality, and development policies.</li><li>11. Attend college/training provider days and complete all coursework and assessments required to meet the apprenticeship standard.</li></ol>				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
<b>Work Arrangements</b>				
Transport requirements:		Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.		
Working patterns:		May include weekends and evenings. Mainly office based but some travel required.		
Working conditions:		Outdoors exposure to all weathers.		

**PERSON SPECIFICATION**

<b>Post Title: Highways Road Marking Apprentice</b>	<b>Director/Service:</b> Local Services - Highways	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>Grade 4 (C GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>AS/A Levels</li> </ul>	Application Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>An interest in the role of ground maintenance, Public Convenience maintenance or Street Cleansing Operative.</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> <li>Good organisational, problem solving and planning skills</li> <li>Strength, dexterity and co-ordination to deal with plant and operate equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Able to cope with the regular high level of physical demand.</li> <li>Able to maintain general awareness for safe working conditions with some periods of concentration.</li> <li>Regular contact with service users and the public, which could result in limited emotional demands.</li> <li>Ability to work outdoors in all weather conditions.</li> </ul>		Application Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	Application Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>		Application Interview

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits