Apprenticeship Description

Level 3

Civil Engineering Technician

Date	**04/02/2022**
Apprenticeship Title	**Civil Engineering Technician**
Training Provider	**Gen 2**
Weekly Wage	**£177.97** **(if 19 years old or over, after 12 months your salary will increase to minimum wage for your age)**
Working Week	**Monday – Friday, 9am – 5pm**
Expected Duration	**36 months**

Vacancy description

As a Civil Engineering Technician apprentice within Cumbria County Council you will receive:

- High quality training and development opportunities
- Personalised support from managers and mentors
- The opportunity to work alongside skilled and experienced staff gaining valuable job specific and transferable skills that will support you in your future career

Key job specific activities

As a Civil Engineering Technician apprentice within Cumbria County Council you will be expected to effectively assist with a range of duties connected with the various Highways Service Areas including Flood and Development Management, Asset Management, Bridges and Structures, Traffic Management, Network Management, Streetworks and Operational Delivery.

Examples of the type of duties you may be required to perform are as follows:

- Technical surveys, Asset data collection and inventory, site inspections, records and reports
- Analysis and application of survey results
- Accident investigations and road safety audits
- Applications of standard computer packages including AutoCad and GIS
- Correspondence/minutes/reports/demonstrating application of expertise
- Deal with enquiries and communicate professionally with customers and members of the public
- Contribute to the maintenance of health, safety and welfare of self, other employees and members of the public
- Highways Scheme identification; detailed design and contract preparation
- Project management; site supervision, preparation and construction management
- Design and delivery of highways improvement and maintenance projects
- Routine maintenance activities to given timescales, costs and specification

Essential Criteria

Please note that your application will be assessed against the Qualifications, Skills and Personal Qualities and Behaviours listed below. In your application form you must therefore clearly demonstrate:

1. **that you meet all qualification requirements, and**
2. **that you have or would develop, the skills, personal qualities and behaviours required of the role and provide examples where possible**

Key Information

Qualifications required:	Minimum of 5 x GCSE at Grade C / 4 or above (or equivalent) including English Language and Maths
Desired Skills	We welcome applications from self-motivated individuals who are able to work as part of a team and are willing to learn and develop the following skills: • Excellent communication skills • Excellent organisation and planning skills • Excellent listening and observation skills • Excellent customer services skills • Excellent levels of IT competency (Microsoft office software including Word, Excel, PowerPoint and Outlook) • Excellent time management skills
Personal Qualities and Behaviours	All County Council employees must adhere to the Council Behaviours which are: • Communicate in a clear and constructive way • Act with honesty and respect for others • Demonstrate a positive flexible attitude • Take responsibility for our actions • Be committed to one team

Training provided

- Civil Engineering Technician Level 3 Apprenticeship

Cumbria County Council works with a range of high quality training providers, who deliver qualification and training courses for apprentices employed by the council.

These training providers will undertake the initial aptitude assessments; support with the recruitment process; deliver the qualification training (and ongoing assessments) and work closely with council staff to support apprentices to successfully complete their apprenticeship and move on to further training or employment.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Other Factors

- You must ensure that you are able to travel to and from the work location specified on a daily basis. A maximum of up to £15.00 per week will be paid to support your travel from home to work.

- Following the successful completion of the apprenticeship programme many of our apprentices have moved on to either a higher level apprenticeship or have secured permanent employment with the council or other employers and have embarked on an exciting career pathway. Whilst there is no guarantee that a position would become available at the end of your apprenticeship, Cumbria County Council works in partnership with other organisations throughout the county to maximise the opportunities that are available to apprentices. The skills you learn and the qualifications gained will be transferable to other roles either within the County Council or with other employers.