

## **JOB DESCRIPTION**

**POST TITLE:** Apprentice Assistant Project Engineer

**GRADE:** 7 (paid % dependent on stage and age at entry)

**TEAM / SECTION:** Construction / Dundee Roads Maintenance Partnership

**RESPONSIBLE TO:** Project Manager / Senior Project Engineer

**MENTORED BY:** Strategic Lead - Construction

**RESPONSIBLE FOR:** N/A

### **Job Purpose**

To learn and develop the skills to co-ordinate and control small to medium sized roads maintenance contracts and other contracts carried out by the Construction Division, including the supervision/management of employees and the allocation of plant, leading towards full completion of a Graduate Apprenticeship within set timescales.

### **Main Duties and Responsibilities**

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

### **Work tasks:**

4. Learn how, and become competent, to supervise and prioritise, on a daily basis, the work of Roadworkers/Chargehand Roadworkers in your designated area and assist with the implementation of employment policies.
5. Learn how, and become competent to, contribute to setting the construction budget.
6. Learn how, and become competent to, carry out site surveys and setting out as instructed for allocated contracts.
7. Learn how, and become competent, to assist with creating the programme of the work. Learn how, and become competent, to identify, allocate and arrange the construction squads accordingly.

8. Learn how, and become competent, to plan, organise and assist with the co-ordination of plant, labour and material resources as required within a depot or on allocated contracts.
9. Learn how, and become competent, to co-ordinate and maintain appropriate site records and monitor and authorise timesheets and driver's log sheets where appropriate.
10. Learn how, and become competent, to prepare site specific risk assessments and ensure that they are followed and the appropriate safe working arrangements are completed for the relevant work activities.
11. Learn how, and become competent, to input data for resource costing on allocated contracts and prepare final interim measures for checking before submission.
12. Learn how, and become competent, to ensure the progress of the work is in accordance with the financial targets and programme for completion of the allocated contracts.
13. Learn how, and become competent, to supervise and monitor construction works as instructed by Project staff including performance monitoring, identifying training needs, carrying out return to work interviews and maintaining standards of conduct.
14. Learn how, and become competent, to undertake Winter Maintenance activities and supervise operatives directly as per the agreed operational procedures.
15. Learn how, and become competent, to participate in the organising of any emergency work and any standby arrangements, which includes being part of the supervisory standby rotas.
16. Liaise when required with Client, Public Utilities, Police, members of the public etc.
17. Attend meetings and participate in working groups as required.

**Graduate Apprenticeship studies:**

18. Spend one day per week studying on the University of Dundee's Graduate Apprenticeship Programme, working towards achieving a BEng (Hons) in Civil Engineering over the course of four years. Fully engage with the requirements of the University of Dundee's Graduate Apprenticeship Programme.
19. Undertake an average of 7 to 9 hours of additional University study per week (outside of your contractual hours) to successfully complete the Programme.
20. Submit a successful SAAS application form on a yearly basis to secure funding. Please check the eligibility criteria [here](#). Any prior SAAS funding is not taken into consideration.

**NOTE**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

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| Working Environment                    | 3 |
| Physical Coordination                  | 2 |
| Physical Effort                        | 2 |
| Mental Skills                          | 3 |
| Concentration                          | 4 |
| Communication Skills                   | 3 |
| Dealing with Relationships             | 1 |
| Responsibility For Employees           | 3 |
| Responsibility for Service to Others   | 3 |
| Responsibility for Financial Resources | 3 |
| Responsibility. For Physical & Info    | 4 |
| Initiative & Independence              | 3 |
| Knowledge                              | 3 |