JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation and **Post No:**

 Highway Infrastructure

**Section:** Highway Asset Management

**Post:** Apprentice Civil Engineering Technician – Transportation & Highway Infrastructure

**Grade:** Apprenticeship – Level 4

**Responsible to:** Service Managers

**Responsible for:** There are no direct reports

**Job Purpose:**

To provide technical support to the service managers and their respective team; assist as required with all aspects of the team’s duties.

You will work under the supervision of qualified engineers while studying towards a Level 4 Civil Engineering Senior Technician qualification.

This is an opportunity for someone seeking an opportunity within the highways engineering sector within the Street Lighting, Traffic Signals & UTC team.

You will support the planning, design, installation, and maintenance of street lighting traffic signal systems and intelligent transport infrastructure. This role combines technical training with hands-on experience.

**To deliver the following outcomes**

1. Safe, accessible and sustainable transportation infrastructure
2. Supporting the Council’s wider outcomes

**Main Duties and Responsibilities:**

1. Assist as required with a wide range of engineering duties including in the preparation of engineering drawings, specifications, and reports.
2. Operate computerised systems and software for the preparation of reports, designs and for asset / fault management purposes.
3. Maintain and update asset management databases.
4. Contribute to site surveys, measurements, and setting out tasks.
5. Assist with the investigation of complaints relating to Street Lighting, Traffic Signals & UTC.
6. Liaise as required with contractors, suppliers, and other appropriate agencies both internal and external.
7. Support the design and specification of street lighting schemes, preparing technical drawings, layouts, and lighting calculations.
8. Learn to use industry standard Lighting Reality design software.
9. Use CAD and other engineering software to produce technical drawings.
10. Assist in the delivery of traffic signal refurbishment and installation projects.
11. Support the design and commissioning of traffic signal systems.
12. Attend site visits, contractor meetings, and on-site commissioning activities.
13. Learn to use Urban Traffic Control (UTC) and other intelligent transport systems such as In View, UTC-UX and Stratos (Traffic signal design, phasing, and operation and gain knowledge SCOOT, MOVA, or other adaptive control systems.
14. Gain understanding of traffic modelling and signal design software.

**Training & Development Commitment:**

Attend college studying towards a Level 4 Civil Engineering Senior Technician qualification (typically one day per week).

On-the-job training with experienced street lighting and traffic signal engineers.

Regular reviews with a training coordinator to track progress and set goals.

Potential to gain ECS card and other certifications.

**Outputs Required**

1. **Corporate Outputs**

Support the delivery of the ‘One Council’ approach to service delivery and cross departmental collaboration

Assist with the promotion of effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To Contribute to Council Priorities

1. **Divisional Outputs**

As a member of the Transportation & Highway Infrastructure teams, support the Service Managers to deliver the Council’s Investment Programmes and Infrastructure outcomes and objectives

1. **Management/Leadership Outputs**

The post holder is required to support the Service Managers in the provision of direction and leadership for the team and Investment Programmes and Infrastructure in general.

With members of the Transportation & Highway Infrastructure teams, ensure that the conditions exist for employees to develop and enhance their skills to enable them to contribute to the achievement of Corporate, Departmental and Divisional objectives.

# Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include;

* Term Maintenance Contractors
* Customer Communications
* Highway Development & Design
* Network Management
* Highway Safety
* 3rd Party Land Owners (rights of way / un-adopted areas)
* Statutory Undertakers & Utility Companies
* Councillors

This does not represent an exhaustive list.

# Special Conditions

The post holder may be required to undertake tasks in adverse weather conditions on occasion.

The post holder may be required to undertake site work over long periods, regular full days.

The post holder may be required to work outside of normal hours.

**General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All members of staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

**Prepared by**:Mark Kenny

**Designation:** Team Leader – Street Lighting & UTC

**Date:** 16/7/25