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## Job Profile comprising Job Description and Person Specification Job Description

<b>Job Title:</b> Trainee Sign Shop Technician	<b>Grade:</b> 13,974 – 14,460 (Dependant on knowledge & experience)
<b>Section:</b> Highways Sign Shop	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Sign Shop Manager or Sign Shop Supervisor	<b>Responsible for following staff:</b> Not applicable
<b>Post Number/s:</b> 2	<b>Last review date:</b> August 2019

### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose:

Responsible for the fabrication and installation of the boroughs signs and other related traffic activities, ensuring all signs are made to specification and to customer satisfaction.



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### **Specific Duties and Responsibilities:**

1. The delivery of Sign Shop fabrication and installation. The position also forms an integral part of Highways in the overall emergency out of hours service when required and the highway response to winter service needs.
2. Learn to produce and fabricate signs and other traffic related products using correct materials and in line with the Traffic Signs Regulations and General Directions 2002.
3. There are additional requirements in some waste management and to make a positive contribution to developing the sections approach to mobile working, receiving works ordering and agreeing joint priorities in the methods and timings of repairs.
4. The fabrication of signs and installation in accordance with ISO 9001 & CE Marking and contributing towards a strong and highly valued Sign Shop Service.
5. Plan their works in a suitable manner to maximise their productivity and performance. They should also have the ability to maintain records of completed works and accurately record any amendments.
6. To use electrical and mechanical tools and plant to cut, shape and assemble signs.
7. Work closely with the Street Environment (Inspection and Enforcement Team and Network Teams), Traffic & Engineering, Planning and Transport, Parking and any other sections to help identify and solve particular street environment issues.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



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- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

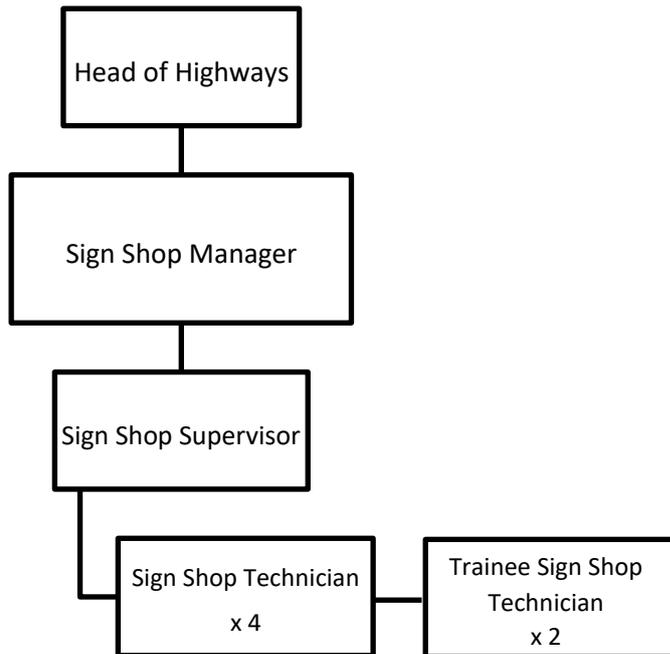
#### **Additional Information**

- Undertaking the standby scheme for the winter service on a rota basis and some staff will be required to participate in the Emergency Out of Hours Standby Service (including depot emergency cover and any additional out of hours service that is required). Should be prepared to respond to the Councils major Emergency Plan when required. E.g. sand bagging, storm damage etc.



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### Current team structure





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## Person Specification

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.



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<b>Person specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
Possess a working knowledge of safe working practices in order to take all reasonable care of the health and safety of him/herself and/or other persons who may be affected by his/her actions or omissions.	A&I
Learn the ability to manufacture signs using a range of industry recognised materials and installation thereof.	A&I
Learn to prepare and install signing, lighting and guarding in compliance with the Safety at Street Works and Road Works code of practice (Red Book).	A&I
<b>Experience</b>	
Ability to use own initiative and work alone.	A&I
Be prepared to read and understand maps and plans and able to layout traffic management.	A&I
Ability to use machinery and work under minimum supervision.	A&I
Experience with computer design programs would be an advantage (e.g. Photoshop, AutoCad, Omega Composer, SignLab)	A&I
Be reliable and flexible in work approach, able to listen and follow instructions.	A&I
Be willing to learn working in a busy sign shop environment and be multi-skilled in all associated sign shop works.	A&I
<b>Skills</b>	
Learn to manufacture signs using a range of industry recognised materials and the installation thereof.	A&I/T
Be flexible in your approach to work and take on many various tasks given.	A&I
The ability to carry out heavy manual tasks involving lifting and handling materials and equipment, loading and unloading vehicles etc.	A&I
The ability to work without supervision or part of a team.	A&I



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Knowledge and application of Health & Safety Responsibilities would be an advantage. • Duty of care for self and others • PPE & Manual Handling issues	A&I
Able to operate machinery, power/hand tools and learn to install signs to walls and lamp columns.	A&I
Computer literate, able to use computers programmes proficiently and input data accurately.	A&I
Able to operate small tools, sharp instruments and machinery.	A&I
Learn to read and understand drawings and plans to install signs/schemes to specification and in line with Richmond's QA standards and practices.	A&I
<b>Qualifications</b>	
Full Drivers licence and 7.5 ton licence.	A/C
Forklift Truck and/or Tele-Handler/loading shovel operator's licence or certificate of competency if required.	A&I/C
Opportunity to obtain NVQ Level 2 in Sign Manufacturing within 2 years.	A&I/C

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**