

Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Trainee Sign Shop Technician	Grade: Scale 3
Section: Highways Sign Shop	Directorate: Environment and Community Services
Responsible to following manager: Sign Shop Manager or Sign Shop Supervisor	Responsible for following staff: N/A
Post Number/s: TA333	Last review date: February 2025

Working for the Richmond & Wandsworth Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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 borough's signs and other related traffic activities, ensuring all signs are made to specification and to customer satisfaction.

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. The fabrication of signs and installation in accordance with ISO 9001 & CE Marking and contributing towards a strong and highly valued Sign Shop Service.
4. 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.
5. To use electrical and mechanical tools and plant to cut, shape and assemble signs.
6. 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.
7. 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.

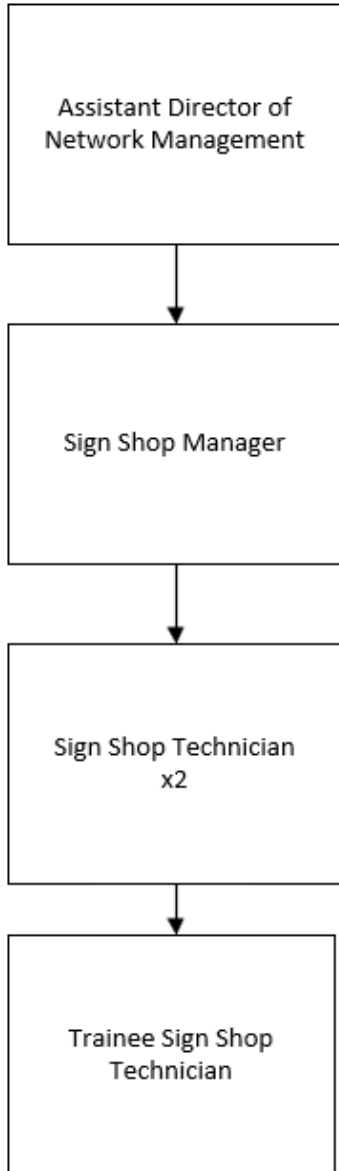
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

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.

Team structure



Person Specification

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Responsible to: Sign Shop Manager or Sign Shop Supervisor	Responsible for: Not applicable
Post Number/s:	Last Review Date: February 2025

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
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.		X	A&I
Learn the ability to manufacture signs using a range of industry recognised materials and installation thereof.		X	A&I
Learn to prepare and install signing, lighting and guarding in compliance with		X	A&I

the Safety at Street Works and Road Works code of practice (Red Book).			
Experience	Essential	Desirable	Assessed
Ability to use own initiative and work alone.	X		A&I
Be prepared to read and understand maps and plans and able to layout traffic management.	X		A&I
Ability to use machinery and work under minimum supervision.		X	A&I
Experience with computer design programs would be an advantage (e.g. Photoshop, AutoCad, Omega Composer, SignLab)		X	A&I
Be reliable and flexible in work approach, able to listen and follow instructions.	X		A&I
Be willing to learn working in a busy sign shop environment and be multi-skilled in all associated sign shop works.	X		A&I
Be willing to use an electric bike to install posters around the borough.		X	A&I
Skills	Essential	Desirable	Assessed
Learn to manufacture signs using a range of industry recognised materials and the installation thereof.		X	A&I/T
Be flexible in your approach to work and take on many various tasks given.	X		A&I
The ability to carry out heavy manual tasks involving lifting and handling materials and equipment, loading and unloading vehicles etc.	X		A&I
The ability to work without supervision or part of a team.		X	A&I
Knowledge and application of Health & Safety Responsibilities would be an advantage. <ul style="list-style-type: none"> • Duty of care for self and others • PPE & Manual Handling issues 		X	A&I
Able to operate machinery, power/hand tools and learn to install signs to walls and lamp columns.		X	A&I
Computer literate, able to use computers programmes proficiently and input data accurately.	X		A&I

Able to operate small tools, sharp instruments and machinery.		X	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.		X	A&I
Qualifications	Essential	Desirable	Assessed
Full Drivers licence	X		A/C
Forklift Truck and/or Tele-Handler/loading shovel operator's licence or certificate of competency if required.		X	A&I/C
Opportunity to obtain NVQ Level 2 in Sign Manufacturing within 3 years.		X	A&I/C
Opportunity to obtain Level 2 or 3 in Cycling Training – using electric bikes.		X	A&I/C

A – Application form / CV
I – Interview
T – Test
C - Certificate