

Northumberland County Council

JOB DESCRIPTION

Post Title: Assistant Sign Maker		Director/Service: Local Services, Highways & Neighbourhood Services		Office Use
Band: Band 4		Sector: Highways & Neighbourhood Services Sign Shop		JE ref: 2569
Responsible to: SE Area Senior Construction Manager		Date: 10 January 2013	Lead & Man Induction:	
Job Purpose: Design, operation and manufacture of Road Signs, to Department of Transport Regulations, British Standards and Northumberland County Council guidelines.				
Resources	Staff	None		
	Finance	None		
	Physical	Specialist equipment and responsibility for Sign Shop and Stock.		
	Clients	Responsibility for providing efficient and effective service to Highways Department and external contractors.		
Duties and key result areas: <div>1. Sign production, ensuring work is produced on time, to recognised standards and in the most economic cost.</div> <div>2. Liaise with Highways Department and external contractors to ensure signs produced are of the correct type and standards.</div> <div>3. Respond independently to unanticipated problems and produce relevant Risk Assessments and ensure all Health & Safety requirements are complied with.</div> <div>4. Communicate appropriately with service user to provide adequate contact and establish requirements.</div> <div>5. Work within the regulations, parameters and guidelines of Department of Transport, British Standards and Northumberland County Council.</div> <div>6. Keep all necessary records and complete relevant stock take, as necessary.</div> <div>7. Attend local meetings and training as required.</div> <div>8. Participate in appraisal and supervision to improve own performance.</div> <div>9. Other duties appropriate to the nature, level and grade of the post.</div>				
Transport requirements: Working patterns: Working conditions:		Travel to, from and between service user’s sites and the Sign Shop, Day time with periodic requirement for irregular hours, overtime and weekend work. Predominantly Sign Shop based but also required to work on site erecting signs in live traffic situations where there are high physical demands and exposure to adverse weather can be encountered.		

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PERSON SPECIFICATION

POST: Assistant Sign Maker	Director/Service: Local Services, Highways & Neighbourhood Services	Ref: 2569
Essential	Desirable	Assess by
Qualifications and Knowledge		
A general education demonstrating literacy and numeracy. NVQ Level 2 in Sign Making with ability to advance as necessary. Extensive experience of Sign Making Ability to interpret and modify working drawings.	First-Aid Certificate Moving & Handling Certificate. Fire Warden Certificate	
Experience		
Effective working with partners and contractors in the public and private sectors. Experience in organising and scheduling own work and resources and that of Assistant. Experience of dealing with clients by telephone, e mail and in person.		
Skills and competencies		
Effective IT skills. Focuses upon service users needs. Ability to produce relevant design amendments and changes to production schedules. Ability to work methodically and systematically and without direct supervision. Ability to use hand-tools, power tools and specialist machinery with dexterity and co-ordination. Able to understand and follow written or spoken instructions. Listens, consults others and communicates clearly. Reliable and keeps good time.	Effective application of IT Programmes relating to Design and Production of Signs. Ability to engage effectively with others and building productive working arrangements.	
Physical, mental and emotional demands		
Generally works from a seated position but with regular need to walk, bend and carry items. Ability to handle physical aspects of post e.g. digging, as necessary. Ability to deal with varied tasks and prioritise whilst dealing with regular interruptions.. Ability to work unsupervised, alone, out-of-office hours.		
Motivation		
Appropriately follows instructions to achieve set objectives, offering potential alternative solutions to simplify tasks etc. as appropriate.. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and follows Council Policy on Diversity etc. at all times.	Evidence of further learning.	
Other		

Able to meet the transport requirements of the post	Car driver/owner	
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits