

# JOB SPECIFICATION



**Position: CONSTRUCTION SKILLED CIVILS OPERATIVE**

## Company History

Founded in 1945, Pat Munro (Alness) Ltd is a privately owned company consisting of the following operational divisions:

- Quarry Products
- Construction – Civil Engineering, Utilities, Building & Surfacing
- Property and Development
- Waste Services
- Haulage and Plant Hire

Based at Caplich Quarry in Alness, the company currently employs in excess of 170 personnel and operates out of two further depots; a quarry in Dornoch and a waste transfer station in Inverness.

## Position

This is a **permanent, full-time** position working within our Construction Department. The position is based at our main offices at **Caplich, Alness** and will report to the Construction Manager.

## Principal Job Responsibilities

**As a Civils Operative you will be required to undertake the following: -**

- Work as part of a Civils / Utility squad, undertaking Highway Maintenance, New Infrastructure, Siteworks, Utility Installation & Rehabilitation and Civil Engineering projects.
- Operate items of plant i.e. Dumpers, Rollers and all forms hand held items.
- Daily pre-use checks on plant including daily maintenance i.e. greasing, cleaning, topping up of fluids etc.

The above list is not exhaustive

## Applicant

The successful applicant will ideally have the following skills, qualities & experience:

- Full UK driving licence is essential
- The post requires a current MPQC / CPCS skills card and you will have industry related experience and knowledge to demonstrate your competence of construction / civil engineering operations.
- We are looking for someone who is a versatile, flexible and accommodating worker.
- Be trustworthy, friendly, timeous and reliable

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## Working Hours

Your working week will comprise of 39 hours with appropriate breaks. These hours will be worked Monday to Friday which the Company will notify to you in advance.

There will be a requirement for flexible working to accommodate operational demands outside of this. The possibility of working away from time to time whereby subsistence will be paid by PMA at industry agreed rates.

## Remuneration

Proposed salary is **£negotiable depending upon relevant experience**. Wage reviews are conducted annually.

## Probationary Period

The company operates a standard 3 month probationary period, during which either party have the right to immediate termination of employment. Upon successful completion of the probationary period, full terms of the employment contract will apply.

## Holidays

Annual holiday entitlement is 30 days (for full-time positions) which is inclusive of recognised public holidays. You are required to reserve a specified amount of your annual holiday entitlement to cover the annual Christmas and New Year shutdown period. This is normally 10 days.

PMA will endeavour to grant holidays out with the fixed dates, where possible, subject to operational requirements. Minimum notice periods will apply to such requests.