

JOB SPECIFICATION



Position: TRAINEE WATER UTILITY INSTALLATION SKILLED 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 several further facilities; Quarries in Dornoch, Strathroy and Tomatin; Concrete Plants in Inverness and Elgin; and a Waste Transfer Station in Inverness.

Position

This is a **full-time fixed term 3-year** 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 Water Utility Installation Skilled Operative you will be trained and 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.
- Attend briefings and understand all relevant risk and method statements
- Use best/safe practice on all tasks carried out
- Carry out daily checks on any equipment that may use
- Ensure safe tidy place of work
- Maximise use of own working time
- Communicate with site supervisor on any health and safety concerns
- Feedback to site management with near miss reporting

The above list is not exhaustive

Applicant

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

- Full UK driving licence (For persons under the age of 17 this would become a requirement following eligibility to drive within the UK).
- The ability to work effectively with others as a competent team member.
- A genuine desire to work in the construction industry.
- Physically Fit
- We are looking for someone who is a versatile, flexible and accommodating worker.
- Be trustworthy, friendly, timeous and reliable

Training

You will have on the job training mentors, assessors from the Construction Industry Training Board (CITB) and McCrae Training Ltd.

As a guide

1-18 Months: On a block realise basis at Dundee and Angus College, you will undertake training to attain General Construction Operative – SVQ Level 2 with CITB.

You will have training in:

- Conform to general workplace health, safety and welfare
- Conform to productive work practices
- Establish work area protection and safety
- Set out secondary dimensional work control
- Lay Modular pavement
- Lay kerbs and channels
- Workplace Health and Safety
- Install drainage
- Move handle and store resources
- Erect and dismantle access/working platforms

19 – 36 Months: You will undertake training to attain Network Construction Operations (Water) – Repair and Maintenance Level 2 with McCrae training Ltd.

- Create an Efficient and Effective Work Environment in Utilities Network Construction
- Maintain a Safe and Secure Working Environment in Utilities Network Construction
- Establish and Maintain Effective Working Relationships in Utilities Network Construction
- Install Equipment for Safe Working on Sites for Utilities Network Construction
- Locate and Avoid Supply Apparatus for Utilities Network Construction
- Excavate and Maintain Holes and Trenches for Utilities Network Construction
- Operate Powered Tools and Equipment for Routine and Predictable Requirements on the Utilities Construction Network
- Joint Materials by Mechanical Means on Water Construction Network
- Install Engineering Products or Assets for Utility Network Construction (water services up to 50 mm)
- Install Equipment for Safe Working on the Highway for Utilities Network Construction
- Joint Materials by Butt Fusion Processes on Utilities Network Construction (between 180mm and 315mm)
- Joint Materials by Butt Fusion Processes on Utilities Network Construction (above 315mm)

Working Hours

Your working week will comprise of a minimum of 39 hours. 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.

Maximum of 40 hours per week if you are under 18 years old.

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Remuneration

Will be in accordance to the SBATC (Scottish Building Apprenticeship & training Council) annual apprenticeship rates. 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.

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.