

JOB SPECIFICATION



Position: CONTRACTS MANAGER - SURFACING

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, principally – but not exclusively – covering surfacing operations. The position is based at our main offices at Quarry **Caplich, Alness** and will report to the Surfacing Manager.

Principal Job Responsibilities

- Effective and efficient coordination and management of projects to ensure successful delivery - in terms of health & safety, quality, time, and profitability.
- Preparation of Construction Phase Health & Safety Plans, Risk Assessments, Method Statements, Tool Box Talks and other necessary/desired Health & Safety documents.
- Assisting in the development of Health & Safety procedures and strategies to be implemented across the Surfacing Department and, where applicable, across the company overall.
- Assisting in organisation of in-house labour resources to ensure most effective use and efficient deployment to meet overall operational demands.
- Assisting in the recruitment, motivation and training of in-house labour resources.
- General management, coordination and organisation of plant, material and subcontract resources to aide project delivery.
- General management, supervision and administration of site operations – including the overseeing of site management staff where applicable.
- Assisting in tender pre-qualification submissions and in tender preparations / reviews.
- Compliance with the company's quality assurance procedures to ensure achievement of company objectives – in particular in relation to quality and health & safety matters.
- Other such activities as may, from time to time, be required / allocated.

The above list is not exhaustive

Applicant

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

- Previous experience in a similar role within the roads surfacing sector.
- Recognised relevant academic or trade qualification.
- Site Managers Safety Training Scheme Certificate (SMSTS).
- Construction Skills Certification Scheme qualification of a relevant type (CSCS).
- New Roads & Streetworks – Supervisor Qualification
- Experience of working with standard forms of construction contract, in particular NEC forms.
- Knowledge of Health & Safety and Environmental legislation.
- Full UK driving license.
- Very structured and diligent approach to task management and record keeping.
- Good communication skills, with both clients and other company personnel.
- Effective man-management skills.
- An aptitude for multi-tasking and efficiently structure daily tasks.
- Be computer literate with experience in word, excel, project, etc.
- The ability to assist and co-operate with other personnel.
- The ability to promote a good image of self and the company.
- Flexibility and willingness to undertake tasks out-with the key job responsibilities.
- Be trustworthy, friendly, timeous and reliable.

Working Hours

The standard working week consists of the following:

Mon-Fri **7:00 - 17:30** with appropriate breaks.

There will be a requirement for flexible working to accommodate operational demands outside of this.

Remuneration

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

In addition, you will be provided with a Company Vehicle which will be subject to Company Vehicle rules and driving policy.

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.