

JOB SPECIFICATION



Position: General 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 **temporary full-time** position working within our Waste Services Department. Initially this is 3 – 6 month temporary role with a view to turning permanent should the trial period be successful.

Job Responsibilities

Reporting to the Waste & Recycling Operations Manager there are two main aspects to this role.

Bin lorry – second man (75% of role)

Supporting the bin lorry driver by:

- Carry out instructions as directed by bin lorry driver
- Moving bins
- Operate bin lifting and compacting equipment
- Ensuring paperwork such as waste transfer notes are completed if required
- Reporting and recording any faults with bins/bin service
- Learning bin routes
- Operating in a safe and efficient manner with due regard to company image

General operative (25% of role)

Supporting the Inverness Waste Transfer Station Foreman by:

- Carry out instructions as directed by the Inverness Waste Transfer Station Foreman
- Segregating/Sorting waste
- Loading materials/waste as and when required
- Ensuring the site is kept tidy and in a compliant manner
- Using company vehicle and trailer to deliver or collect bins as and when required
- Site litter picking

The above list is not exhaustive

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Applicant

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

Skills and Knowledge:

Essential

- Initiative driven work ethic
- Must be fit and able to undertake manual work
- Must be a team player

Desirable

- To be customer focused and committed to providing a service that is responsive to customer needs and expectations

Qualifications and Experience:

Essential

- Good communication skills
- Full UK driving licence – with ability to tow a trailer
- Good grasp of the English language
- The ability to assist, support 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.

Desirable

- Loading shovel ticket
- Telehandler ticket

Working Hours

Your working week will comprise of 40 hours – with overtime as and when required

Your working day will commence at 05.00am and will finish around 13.00pm

These hours will be worked Monday to Friday which the Company will notify to you in advance.

You may be required to work on some Saturday mornings on an occasional basis. If you are required to take part in the Saturday morning working the Company will notify you in advance of the relevant Saturdays and hours required.

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.

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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.