

JOB SPECIFICATION



Position: SURFACING MANAGER

Company History

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

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

Headquartered at Caplich Quarry in Alness, the company currently employs in excess of 200 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.

The company also operates a subsidiary business – Carbon Dynamic (Scotland) Ltd – who focus on the off-site construction of high quality, energy efficient, sustainable, modular based buildings.

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 **Caplich, Alness** and will report to the Operations Director.

Principal Job Responsibilities

- Overall responsibility for the Surfacing Department.
- Carrying out Business Development with clients and following up prospective projects.
- Assisting in tender pre-qualification submissions.
- Production of tender estimates, reviews and submission of Surfacing related quotations.
- 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 Construction Department and, where applicable, across the company overall.
- 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.
- 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.

Applicant

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

- Previous experience in a similar role within the roads surfacing sector.
- Site Managers Safety Training Scheme Certificate (SMSTS).
- Construction Skills Certification Scheme qualification of a relevant type (CSCS).
- Experience of working with standard forms of construction contract; in particular NEC forms.
- New Roads & Streetworks – Supervisor Qualification
- 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.
- 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.
- Be computer literate with experience in word, excel, project, etc.

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, other benefits will be offered which may include company car / car allowance, pension, health insurance, etc.

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.