

JOB SPECIFICATION



Position: EXPERIENCED UTILITIES SUPERVISOR

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 **permanent** 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 Utilities Supervisor you will be required to undertake the following: -

- Lead a Utility squad, undertaking Water Infrastructure projects for numerous clients, with all works being carried out to current Scottish Water standards.
- Act as Supervisor within squads ranging generally between 2 and 8 operatives.
- Undertake Water Network shut downs, live main tie-ins, emergency response which may include stand-by cover out with normal working hours.
- Operate items of plant i.e. Excavators, Dumpers, Rollers and various forms of hand held plant.
- Daily pre-use checks on plant including daily maintenance i.e. greasing, cleaning, topping up of fluids etc.
- Undertake daily Risk Assessments, record daily site diaries and undertake HAVS assessments.

The above list is not exhaustive

Applicant

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

- Full UK driving licence is essential
- Undertake and hold SSSTS and First Aid training.
- Undertake and hold Scottish Water DOMS Modules 1 -13 inclusive.
- Undertake and hold Lloyds WIRS Programme Training.
- Undertake and hold SHEA training certificates.
- Undertake and hold HCOP training certificates.

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- Undertake and hold NRSWA (Streetworks) Certificate.
- Undertake and hold CPCS skills card for Excavator Tracked below 10 tonnes; Forward Tipping Dumper Wheeled below 10 tonnes.
- You will have industry related experience and knowledge to demonstrate your competence of Scottish Water procedure and standards. Specific experience of working on live water networks and utility experience.
- We are looking for someone who is a versatile, flexible and accommodating worker.
- Be trustworthy, friendly, timeous and reliable
- Further, ongoing training will be available to the successful candidate.

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 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.