

# JOB SPECIFICATION



## **Position:     **TRAINEE CIVIL ENGINEER TECHNICIAN****

### **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
- Haulage and Plant Hire
- Homes
- Property and Development
- Quarry Products
- Waste Services

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. 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 **full-time fixed term 2-year** position working within our Construction Department. The position is based at our main offices at Caplich, Alness and will report to the Civils Contracts Manager.

### **Principal Job Responsibilities**

As an apprentice Civil Engineer, you will be trained and required to undertake the following: -

- Assisting with the effective and efficient coordination and management of projects to ensure successful delivery – in terms of health and safety, quality and profitability.
- Assisting with the implementation and development of Construction Phase Plans, Risk Assessments, Method Statements, COSHH Assessments, Tool Box Talks and other necessary / desired Health & Safety documents.
- Aiding general management, coordination and organisation of plant, material and subcontract resources.
- Setting Out of works and undertaking site measures and take-offs from drawings.
- Helping with supervision and administration of site operations.
- Assisting in programme preparation, monitoring and adherence.
- Compliance with the company's quality assurance procedures.
- Attendance at site meetings and other necessary meetings.
- Other associated activities as may from time to time be required / allocated.

### **Applicant**

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

- 1 Higher pass in Maths, Physics or technical subject or significant work 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 field.
- Have high attention to detail.
- We are looking for someone who is a versatile, flexible and accommodating worker.
- Be trustworthy, friendly, timeous and reliable

### **Transport**

A small van will be provided for work duties and for travelling to/from work (not available for private use).

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## Training

HNC Civil Engineering – SVQ level 3 (SCQF Level 7)

Along with on the job training, you will be attending Inverness College/UHI for 18 weeks of block release over the 2 year period.

### Year 1: blocks of 3 of 3 weeks

HNC Units Include :

Maths for Construction  
Site Surveying A  
CAD 2D1

Civil Engineering Specialisms  
Construction Technology: Substructures  
Structural Mechanics

SVQ3 units may include; Professional Relationships, Health & Safety, Establish Dimensional Control or Producing Drawings and Schedules.

### Year 2: blocks of 3 of 3 weeks

HNC Units Include:

Geotechnics A  
Highways Engineering  
Site Surveying B

Civil Engineering Materials and Testing  
Civil Engineering Contract & Project Management A  
Civil Engineering Graded Unit 1

SVQ3 units may include; Implement Contract Works, Prepare Programmes and Schedules or Recommend Details Design Solutions.

This programme is working in partnership with Construction Industry Training Board (CITB) and in consultation with Civil Engineering Contractors Association (CECA)

## Working Hours

Working hours will be in accordance with the requirement of the role but will, as a guide, be Monday to Friday 07:30 to 17:30 with requisite breaks.

Due to the nature of our business, working hours may be subject to variance to ensure effective execution of duties and successful completion of critical time sensitive activities.

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

## 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.

## 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.