

JOB SPECIFICATION



Position: **TRAINEE GENERAL CONSTRUCTION OPERATIVE**

Company History

Founded in 1945, Pat Munro (Ales) 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 Ales, 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, Ales and will report to the Civils Contracts Manager.

Principal Job Responsibilities

As a Trainee General Construction Operative, you will be trained and required to undertake duties which will include assisting the site operations team / squad in the execution of building, civil engineering and utility works, including the earthworks, drainage, utility installations, road building and general construction works.

Applicant

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

- Full UK driving licence (preferred but not essential)
- The ability to work effectively with others as a competent team member.
- A genuine desire to work in the construction field.
- We are looking for someone who is a versatile, flexible and accommodating worker.
- Be trustworthy, friendly, timeous and reliable

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Training

Level 2 NVQ Diploma in Construction Operations

Along with on the job training, you will be attending National Construction College Scotland, Inchinnan for 20 weeks of block release over the 2-year period.

The units the apprentices cover are: -

- Conform to general workplace health, safety and welfare
- Conform to productive work practices
- Establish work area protection and safety
- Set out secondary dimensional work control
- Lay Modular pavement
- Lay kerbs and channels
- Workplace Health and Safety Welfare
- Install drainage
- Move handle and store resources
- Erect and dismantle access/working platforms

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

Will be in accordance to the SBATC (Scottish Building Apprenticeship & training Council) annual apprenticeship rates. 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.