

Title: Job Description: Civils Operative 7.5t	DOC Ref: LOCCIVILS7.5T	Issue: 1	APPROVED 16/10/2023	PRINT 16/10/2023
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1 Job Title: Civils Operative + 7.5t

2 Department: Civils

3 Reports To: Squad Leader/Supervisor

4 Purpose:

To ensure the completion of civil works to client specifications and conduct works in accordance with Lochwynd Limited policies and procedures to meet client specifications.

5 Scope:

To conduct works under the direction of the Squad Leader and ensure the safe and correct usage of Plant which includes:

- Ability to undertake manual handling tasks
- Good Communication and ability to follow instructions given
- Dedicated to continuous professional development
- Assist Squad Leader with Site set up and general maintenance
- Assist Squad Leader with excavations and reinstatements (includes CAT scanning)
- Assist Squad Leader with cable pulling
- Safe and correct use of designated plant/equipment whilst under Supervision
- Safe and correct installation of ducting, kerbs, slabs, and street furniture (cabinet outer casing only) to specification whilst under Supervision
- Safe and correct laying of bituminous and granolithic material in addition to compaction.

6 Key Deliverables:

- To follow NRASWA, MCH/MCX rules and ensuring timely completion of job.
- Complete all relevant paperwork duly authorised and signed.

7 Principle Accountabilities:

- Accountable to the Squad Leader and to conduct works in a safe, diligent manner.
- Wear personal protective equipment.
- Inspect and as appropriate fuel equipment pre-works.
- Report any equipment defects.
- Report any personal injuries.
- Conduct operations in accordance with Risk Assessments and Method Statements.

8 Principle Authorities:

Not Applicable

9 Key Working Relationships:

The Job Holder will:

- Work closely with Squad Leader and managers.
- Build and maintain relationships with team members.

10 Key Skills/Experience Requirements:

The Job Holder will/may have:

- Groundworks experience.
- General Civil Engineering.

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11 Qualification Requirements:

- CSCS/ECS Touchscreen Test Certificate
- 7.5t Driving Licence
- Emergency First Aid at Work
- NRSWA Street works Operative Card

12 Personal Attributes:

- Self-motivated.
- Be consistent and robust.
- Responsive with a “can do” approach.
- Ability to work as part of a team.

13 Training Requirements:

Following the necessary Induction and on-the-job training, it is expected that the Job Holder would have all the skills to perform the job. At the Induction the company’s specific policies, processes, procedures and methods will be presented. The job holder is expected to acquire new process skills and technical innovations and training / refresher training will be provided as appropriate as per the training plan. Specialist skills training may be obtained externally. This will be organised by the QHSE/Training Department.

14 Performance Assessment:

- Structured appraisals will be carried out annually to ensure that Key Deliverables are being achieved, at which point training/retraining requirements will be identified.
- The appraisal will be carried out by The Manager, in conjunction with the HR Manager.
- This appraisal will be carried out routinely on an annual basis, as the result of disciplinary action or where CAPA necessitates such action.
- Signification of acceptance of this appraisal will be made by the Job Holder and their line Manager.
- A date for the subsequent routine appraisal will be set.

15 PPE Requirements

The following Protective equipment is provided for your personal protection and must be worn in accordance with as detailed in the Employee Handbook and Traffic Signs Manual Chapter 8.

- High visibility clothing to BS EN 471:2003 shall be worn while working on site.
- Safety boots to EN ISO 20345:2011 to be worn while working on site.
- Hard Hat to BS EN 397 is NOT to be worn on set-up or removal of Traffic Management but WILL work at all other times.
- Gloves to BS EN 374, 388 for general duties to be worn for site operations.
- Gloves which are suited to the task in hand must be worn for all tasks examples of which are detailed in deciding on the suitability of Gloves.
- (the table in section 5.1 is not exhaustive in terms of potential effects and hazards etc.)