

Job Description

General Operative

Reports to	Direct and Indirect Reports
Site Foreman	None

Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

Job Purpose

A General Operative will work alongside a Site Foreman and be responsible for the completion of designated tasks on site under the supervision of the Site Foreman, ensuring the works are completed without harm to people, the environment and targeting zero defects.

Accountability

Quality

- Work to and within the Mackley Integrated Management System, company procedures, policies and regularly communicate with your line manager.
- Maintain plant and equipment required to complete the works and ensure they are returned in good condition.
- Ensure compliance with method statements and risk assessments.
- When required check the accuracy of delivery tickets, noting immediately where there is inaccuracy and acting with the Site Foreman to correct them.
- Maintain job competence & remain up-to-date with current practices.

Health, Safety & Environment

- Safe working environment and maintain standards of Health and Safety, Environment and Quality.
 - Must work within the company Health and Safety Policy.
 - All site safety and environmental rules are followed and wear the appropriate PPE.
 - Ensure proper storage of materials, waste minimisation including waste segregation for disposal.
 - Spill kits are deployed where necessary and maintained.
- Sites are left in a clean and tidy state on completion.

Stakeholders & Communication

- Advise the Foreman of any training needs or ticket renewals as appropriate.
- Report perceived errors to attention of the Site Foreman.
- Report security, boundary fences, traffic management issues to the Site Foreman.
- Work efficiently and safely, ensure site tidiness, etc. to safeguard the public image of our business.

Productivity

- Timekeeping and productivity.
- Operate within level of skill, competence and certification as appropriate.
- Carry out designated tasks as instructed by Site Foreman.
- Utilisation of plant and equipment.

Teamwork

- Work effectively as part of a team.
- Treat all who you interact with equally, with courtesy and respect.
- Flexibility and willingness to undertake duties other than those outlined in this job description or to undertake work in other departments/sites to meet customer demands.

Key Result Areas

- **Quality** – Compliance with health, safety & environmental statutory requirements & best practice
- **Stakeholder relationships & Communication**– Build positive relationships with colleagues. Communicate in a timely & positive manner
- **Team Work** – Willingness to work with others to achieve a common goal
- **Time/efficiency** – Completes tasks in a timely, accurate and positive manner

Person Specification

Qualifications

- GCSE Maths and English (desirable)

Training

- CSCS Labourer card
- Full UK driving license (desirable)
- 360 Excavator CPCS card (desirable)
- First Aid at Work Certificate (desirable)

Skills & knowledge

- Attention to detail
- Effective communication skills
- Able to work at high concentration levels in a fast paced environment
- Can prioritise with good time management
- Self-motivated & disciplined
- Able to work in a physically demanding environment
- Numeracy & literacy skills (desirable)

Experience

- Construction industry experience (desirable)
- Experience in one or more of the following; Sheet Piling, Pipe Laying, Formwork/Reinforcement & Concrete, Timber Work on the Foreshore, General Groundwork (desirable)

Personal qualities

- Proven team player who can enjoy a challenge
- Drives own personal development & takes responsibility in improving own knowledge & skills
- Flexible & adaptable
- Treats all who you interact with equally, with courtesy and respect
- Flexible working hours to accommodate site requirements

Technology skills

- Able to use a computer (desirable)

Relationships

Internal

Foreman
Site Management

External

Members of the public
Subcontractors

What you should know about the job

You will be expected to work and travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.