

Job Code: 325

Gateman

Reporting to:

Site Manager

Purpose:

To assist the Site Manager with general site duties.

Achieving Results

- Building Security, unlocking/locking up
- Coordinate works with Site Manager
- Coordinate with Sub-contractors

Managing the Process

- Site Presentation
 - Maintenance of site accommodation
 - Site compound presentation and material storage
- Assist in maintaining H & S and Environmental systems
 - Monitor site and ensure that any H&S issues are reported to site management
 - Safe storage of materials
 - Waste control
- Monitor and control Suppliers and material storage
 - Delivery Co-ordination and assistance
 - Delivery tickets submitted to the Site Manager
 - Stock control
 - Stock records, quality and quantity check on stock arrival
- Co-ordinate/undertake
 - Daily duties as directed by the site manager
- PAVES management

Serving the Customer (Internal and External)

- Coordinate works with site manager and sub-contractors.

Delivering Quality

- Establish and maintain L.I.B.M.S.
Establish L.I.B.M.S. Requirements for the Contract and maintain/administer the records.

Managing People

Comply with Lovell Policy and Employment Legislations, relating to;

- Health, Safety and Welfare

Regularly Communicate

- Carry out daily / weekly / monthly communication with site managers and their teams

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Ability to identify variations			
Ability to interpret drawings and specifications			
Knowledge of site administration			
Knowledge of refurbishment			
Knowledge of Site Waste Management			
Knowledge of progress monitoring			
Knowledge of LIBMS			
Microsoft Word			
Microsoft Excel			
Microsoft Power Point			
Microsoft Outlook			
AutoCAD			
Power Project			

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in DORIS. Full course descriptions explaining the content of these courses are also available on DORIS.