

Job Code 325: General Operative/Banksman & Gateperson

Reporting to: Site Manager & Assistant Site Manager

Purpose: To assist the Site Manager with general site duties.

Achieving Results

- Building & site security, unlocking/locking up
- Implementation of PAVES to the TMP and ongoing maintenance
- Coordinate works with Site Manager
- Gateman / Banksman
- Coordinate with Sub-contractors
- Site Presentation

Managing the Process

- Site Presentation
 - Maintenance of site accommodation
 - Site compound presentation and material storage
 - Checking boundaries to ensure safe and well presented
- Assist in maintaining H & S and Environmental systems
 - Monitor site and ensure that any H&S issues are reported to site management
 - Safe and tidy storage of materials
 - Waste control, including collection of Waste tickets for Site Manager
 - Controlling vehicle movements, ensuring compliance with dust controls
 - Ensure Gate and Access Points are controlled
- Monitor and control Suppliers and material storage
 - Delivery Co-ordination and assistance
 - Delivery tickets submitted to the Site Manager
 - Stock control (if required)
 - Stock records, quality and quantity check on stock arrival (if required)
- Co-ordinate/undertake
 - Daily duties as directed by the site manager
 - PAVES implementation on site and ongoing management /maintenance

Serving the Customer (Internal and External)

- Coordinate works with site manager and sub-contractors.
- Manage presentation for External appearance.

Delivering Quality

- Assist the site management team with L.I.M.S. requirements for the contract and maintain/administer the records. (If required)
- Traffic Management and presentation to high quality.

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
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Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Knowledge of correct storage of materials			
Knowledge of Site Waste Management & segregation			

Training Matrix

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

Name of Mentor Appointed by Operations Director _____

- Regional Induction
- The Lovell Way
- Team Briefing
- Diversity
- CSCS Test & Card
- Site Safety Plus – Health & Safety Awareness
- PAVES
- Emergency First Aid
- Traffic Marshal/Vehicle Banksman
- Face Fit Testing
- LIMS Procedures and Standard LIMS Forms
- Asbestos Awareness - Tutor session every 3 years alternating with e-learning
- Fire Marshal
- Manual Handling (Practical)
- Tool Box Talk – Morgan Sindall eLearning
- eLearning:
 - Sustainability Awareness
 - Customer Care
 - Asbestos Awareness – 3 yearly alternating with Tutor session
 - Sharps Awareness
 - Introduction to the Considerate Constructor Scheme

Optional:

- Mental Health Workshop
- Truss Carrier/Jib Lifting Training and LOLER Policy
- PASMA