

Job Code 325: **General Operatives/Banksman & Gateman**

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 (to include management & controls of COVID19 site entry)
- 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
 - Controlling vehicle movements
 - Gate Control
- 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

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 LIMS			
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

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 INSTE. Full course descriptions explaining the content of these courses are also available on INSITE.

Name of Mentor Appointed by Operations Director _____

- Regional Induction
- PAVES - 2 years review
- First Aid - 3 day (Initial) thereafter 2-day refresher every 3 years
- Vehicle Banksman/Traffic Marshalling - every 3 year
- Truss Carrier/Jib Lifting Training and LOLER Policy - within 2 months CPCS if required 3 years
- Face Fit
- E-Learning: HR (Bribery, Competition Law, Slavery etc.)
 - Sustainability Awareness
 - Customer Care
 - Asbestos Awareness
 - Sharps Awareness
 - Manual Handling
- Considerate Constructors E-Learning:
 - Mental Health
 - Women in Construction
 - Vulnerable Road Users
- LIMS Procedures and Standard LIMS Forms Briefing (if required)
- Asbestos Awareness (Tutor Session) - every 3 years
- Fire Marshal - every 3 years
- Manual Handling (Practical) - annually
- Diversity in The Workplace - within 6 months/Year
- PASMA - every 3 years
- Lone Worker - Susie Lamplugh Training
- Driver Training (If applicable - dependant on annual mileage)