**JOB PROFILE**

**TITLE:** OPERATIVE (SEMI-SKILLED) CIVIL

**RESPONSIBLE TO:** SUPERINTENDENT

**DUTIES:** 1) Assist the craftsman in the undertaking of his/her duties.

2) Ensure that job sites are left in a safe and tidy condition and to report any damages caused or likely to be caused.

3) Drive company vehicles in connection with his/her duties including the transportation of materials and/or staff.

4) To implement new working procedures as directed.

5) To provide feedback of information to the Craftsman, Maintenance and Repair Operative or Superintendent as requested.

6) To attend training courses as required.

7) To comply with plant, equipment and tools safety instructions, adhere to safe working practices and procedures and any other special instructions in force.

8) To be responsible for all tools and equipment issued in connection with his/her works.

* + - * 1. To participate if required by management in an afterhours on-call roster.
        2. To undertake the opening, reinstatement, removing of rubble and final reinstatement of sites up to and including the asphalt course.
        3. To operate light mechanical plant and tools.
        4. To undertake general labourers’ duties.
        5. To perform other duties appropriate to the grade which may be required by the Managing Director or his/her representative.