

JOB PROFILE



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| Job Title: | Ground Screw Technician |
| Reporting To: | Director |
| JOB OVERVIEW | |
| <p>You will be responsible for set-up, marking-out and installation of our professional ground screw foundations. The job presents exciting challenges, working from our head office in Dundee and assisting with the day-to-day installations of diverse projects for our customers across Scotland.</p> <p>Ability to carry out works in a professional and timely manner whilst ensuring company etiquette at all times. You will ensure materials, tools and equipment are maintained on a daily basis to optimise productivity and ensure installations are completed timeously. Understand and maintain job related paperwork whilst ensuring completed site records are handed back to head office in an accurate manner on a daily basis.</p> | |
| KEY ACCOUNTABILITIES | |
| <ol style="list-style-type: none">1. PROCESS MANAGEMENT2. HEALTH AND SAFETY3. MANAGING RELATIONSHIPS | |
| KEY ACTIVITIES | |
| <p>1. PROCESS MANAGEMENT</p> <ul style="list-style-type: none">• Arrival at site on time in accordance with company procedure.• Monitoring and recording of materials on each project.• Maintaining trade tools and equipment.• Using tools and equipment in a responsible manner.• Good understanding of set up techniques and advising customers of requirements.• Complete site pre-inspection of services and potential hazards. <p>2. HEALTH & SAFETY</p> <ul style="list-style-type: none">• To ensure completion and compliance of risk assessments.• Site Health & Safety, welfare & discipline to be carried out in line with requirements.• To take reasonable care of self and others safety.• To co-operate with manager/supervisors in complying with statutory health & safety duties.• To report incidents, accidents, faults etc in line with company procedures.• Maintenance of equipment including trade tools and PPE to ensure compliance with current legislation.• Loading & offloading of materials in a safe and appropriate manner. <p>3. MANAGING RELATIONSHIPS</p> <ul style="list-style-type: none">• To attend, participate and contribute to regular staff meetings, training as necessary.• To build relationships with staff/management to ensure that services meet expectations.• To manage and develop your knowledge in specific areas of expertise.• Meet all health and safety requirements ensuring the safety of self and others.• To act as an ambassador for RADIX and No More Digging. | |

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KEY SKILLS:

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| Motivation: | Focuses energy to make things happen with positive results. |
| Judgement: | Makes rational and realistic decisions which are based on logical assumptions, factual information and which consider the resources of the organisation. |
| Flexibility: | Demonstrates the ability to adapt to all situations and to achieve tasks quickly and efficiently. Understands and responds to change in the organisation. |
| Communication: | Demonstrates clear, two-way communication at all levels. |
| Teamwork: | Works with and helps others to achieve common standards by leading the team and being a team player. |
| Initiative: | Generates ideas and takes action to solve problems. |

ANY OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder may be required to carry out other duties to the equivalent level as necessary to fulfil the purpose of the job.