

JOB DESCRIPTION

POST TITLE:	Assistant Project Agent
DIVISION/UNIT:	Construction
GRADE:	7/8
RESPONSIBLE TO:	Project Agent/Senior Project Agent
RESPONSIBLE FOR:	Chargehand Roadworkers Roadworkers 3, 4 and 5

Job Purpose

To provide support as appropriate to project staff within the designated area. Co-ordinate and control small to medium sized roads maintenance contracts and other contracts carried out by the Construction Division, including the supervision/management of employees and the allocation of plant.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Supervise and prioritise, on a daily basis, the work of Roadworkers/Chargehand Roadworkers in your designated area and assist with the implementation of employment policies.
5. Contribute to setting the construction budget.
6. Carry out site surveys and setting out as instructed for allocated contracts.
7. Assist with creating the programme of the work. Identify, allocate and arrange the construction squads accordingly.
8. Plan, organise and assist with the co-ordination of plant, labour and material resources as required within a depot or on allocated contracts.
9. Co-ordinate and maintain appropriate site records and monitor and authorise timesheets and driver's log sheets where appropriate.
10. Prepare site specific risk assessments and ensure that they are followed and the appropriate safe working arrangements are completed for the relevant work activities.

11. Input data for resource costing on allocated contracts and prepare final interim measures for checking before submission.
12. Ensure the progress of the work is in accordance with the financial targets and programme for completion of the allocated contracts.
13. Supervise and monitor construction works as instructed by Project staff including performance monitoring, identifying training needs, carrying out return to work interviews and maintaining standards of conduct.
14. Undertake Winter Maintenance activities and supervise operatives directly as per the agreed operational procedures.
15. Participate in the organising of any emergency work and any standby arrangements, which includes being part of the supervisory standby rotas.
16. Liaise when required with Client, Public Utilities, Police, members of the public etc.
17. Attend meetings and participate in working groups as required.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

There is a qualification bar for this post. SVQ Level 3 or equivalent in Civil/Building Engineering or a relevant subject area is required to progress from Grade 7 to Grade 8. In addition you are required to:

18. Be responsible for the financial management of an individual job cost ledger, reviewing all costs on projects to ensure sound financial control.
19. Assist in the planning and preparation of works programmes and associated development of project Health & Safety plans.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
3	2	2	3	4	3	1	3	3	3	4	3	3/4