



## Role Profile

<b>Role title</b>	Operative 4 Construction, Civil Engineering and Surfacing
<b>Business Division</b>	
<b>Grade</b>	Spot Salary
<b>Reports to (role title)</b>	
<b>Version</b>	1.0
<b>Job code</b>	000213

<b>Approving Manager</b>	
<b>Approving Business Divisional Head</b>	Ian Bounsall / Andy James
<b>Approving Director</b>	Dominic Bostock
<b>Date</b>	November 2021

If you would like this information in another format please contact:

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## Role purpose

To safely undertake, generally as part of a team, specialist (manual) tasks requiring specific technical knowledge and skills in the delivery of CORMAC's operational services.

To be responsible, from time to time, for the direction of less skilled operatives, making decisions relative to the carrying out of normal duties and referring any other decisions to the line manager.

## Dimensions

<b>Annual financial accountability</b>
None
<b>Direct accountability for the following roles</b>
The postholder may be required to direct the work of operatives from time to time.
<b>Total number of employees that report to the role (directly and indirectly)</b>
Up to 4
<b>Other key statistics</b>
<p>CORMAC Solutions Limited working with Cornwall Council are responsible for :-</p> <ul style="list-style-type: none"> <li>7297km of road network</li> <li>Structures – 1500 bridges and 1200 retaining walls</li> <li>Turnover of £133m</li> <li>£50m value of the Term Contract</li> <li>50+ Sub-contractors managed</li> <li>Depots – 3 major, 10 satellite, 150 chipping bays</li> <li>120 Schools and Fire Stations served (cleaning, catering, landscaping and grounds maintenance)</li> <li>80% recycling and composting rate.</li> <li>6 Aggregate recycling bank locations</li> <li>4300km of footpaths and bridleways</li> <li>200km multi use trails</li> <li>350km of coastal footpath</li> <li>6% of the County open to public access.</li> </ul>

## Context

CORMAC Solutions Ltd is one of the most highly regarded, trusted and well-known companies in the South West. CORMAC is committed to contributing to sustainable economic growth, resilience and safer communities in Cornwall. We are a wholly owned Cornwall Council company that has successfully been trading in the open market for a number of years. With a turnover of approximately £100m pa and employing some 1600 fulltime staff, we are considered to be a major employer in Cornwall.

CORMAC provides highway and environmental design and maintenance services, construction of major highway schemes, surfacing and facilities management services



including property maintenance, cleaning and caretaking services. CORMAC also provides fleet management and maintenance, quarried stone and aggregates and laboratory services. We deliver these services to Cornwall Council, other public bodies and a portfolio of private clients including major civil engineering contractors and consulting engineers. CORMAC is committed to safeguarding and is an equal opportunities employer.

## Accountabilities

- To undertake specialist (manual) civil engineering tasks requiring specific technical knowledge and skills in construction delivery including specific knowledge and experience in structural concreting and reinforcement, skilled masonry and bridge structures or specialist machine paver operation working to specific levels.
- To ensure the safety of yourself, colleagues and the public
- To work safely and be responsible for utilising the appropriate personal protective equipment.
- To keep co-workers safe, follow procedures and report unsafe practice.
- To be responsible for stopping works and actively challenging unsafe practice
- To report safety incidents including near misses
- To ensure that good environmental practices are observed
- To check that your own training certificates / cards / tickets are up to date for the activity being carried out
- To ensure all driver / vehicle records are maintained.
- To drive / operate vehicles and plant requiring specialist skills.
- To direct and / or provide support to less experienced operatives
- Perform other duties as from time to time may be reasonably required.

## Key objectives for the next 12 months

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## Competencies and other requirements

*We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed.*

*Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes*

Behavioural Competencies	Recruitment and selection
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<p><b>Making Safety First</b></p> <p>This is about ensuring safety is at the forefront of everything we do and embedded throughout the business, enabling CORMAC to be recognised as a proactive leader in risk management and contributing to our aspiration of Zero Harm for everyone involved with, or affected by our work activities</p> <ul style="list-style-type: none"> <li>• Ensure clarity of instruction and briefing of required safe standards for every job</li> <li>• Lead from the front in demonstrating safe working practices and never 'walking-by'</li> <li>• Supports team, ensuring all work equipment and PPE is available before work commences</li> <li>• Being open to alternative suggestions on safe working and encourages open communication with team and management</li> </ul>	Interview
<p><b>Positive</b></p> <p>This is about contributing to good working relationships and team effectiveness, so that the collective performance is greater than the sum of each individual's effort, whilst recognising the contribution each team makes to CORMAC's business objectives. This is seen by:</p> <ul style="list-style-type: none"> <li>• Putting own priorities to one side if necessary to support the greater need of the team</li> <li>• Challenging decisions where they crucially affect the interests of the team or business</li> <li>• Making suggestions for improving own or others' work</li> <li>• Raising difficult issues with colleagues to improve relationships or address misunderstandings</li> </ul>	Interview
<p><b>Collaborative</b></p> <p>This is about contributing to the business and inspiring others to learn and develop whilst accepting challenges, especially in times of change. This is seen by:</p> <ul style="list-style-type: none"> <li>• Encouraging and supporting individuals, even when results could have been better</li> <li>• Giving individuals ownership of their work rather than controlling everything</li> <li>• Willingly accepting responsibility for challenging goals and targets</li> <li>• Promoting effective working during change by coaching and encouraging experimentation</li> </ul>	Interview



<b>Trusted</b> This is about contributing to good customer (including client) relationships and working with and engaging our partners and communities to support local aspirations. This is seen by: <ul style="list-style-type: none"> <li>• Asking questions of and listening to customers to gain a deeper understanding of their needs</li> <li>• Trying to resolve problems or complaints</li> <li>• Proposing solutions for customers which are mutually favourable</li> <li>• Successfully persuading colleagues and/or customers of the benefits of doing the right thing</li> </ul>	Interview
<b>Innovative</b> This is about contributing to the ongoing success and development of CORMAC's business, by growing and innovating for long term sustainability. This is seen by: <ul style="list-style-type: none"> <li>• Delivering priorities without compromising long term objectives</li> <li>• Considering the impact of social, environmental, economic, political and technical factors in decision making</li> <li>• Actively looking for and initiating efficiencies and achieves savings</li> <li>• Innovating and developing new ways of delivering solutions</li> </ul>	Interview

<b>Knowledge, skills and experience</b>	<b>Recruitment and selection</b>
Working knowledge of the Health & Safety at Work Act	Interview
Ability to achieve NVQ2 in a relevant discipline or equivalent relevant experience.	Application Form
CSCS Registration or equivalent in a related area	Application Form
Extensive technical and practical knowledge and skills in line with the delivery of specialist (manual) civil engineering tasks including specific knowledge and experience in structural concreting and reinforcement, skilled masonry and bridge structures or specialist machine paver operation working to specific levels.	Application Form Interview
Ability to interpret and work from detailed plans and specification documents within defined tolerances.	Application / Interview
Affable and polite showing good customer care skills	Application Form Interview
Able to work on own initiative to resolve problems	Interview
Sound team worker, adaptable and flexible.	Interview
Demonstrable experience in the operation of powered hand tools, plant and specialist machinery	Interview



Proven ability to provide support, and demonstrate a range of specialist activities and duties, to less skilled operatives.	Application Form Interview
Demonstrates good verbal communication skills and an ability to communicate effectively with members of the public	Application Form Interview
Demonstrates good problem solving skills, the ability to react to changing situations and meet strict deadlines	Interview

Other requirements	Recruitment and selection
Full driving licence	Application Form
When required, working additional hours as may be reasonably required to ensure that levels of service are maintained. This may involve undertaking winter maintenance, emergency out of hours duties, weekend and/or night-time working.	Application Form
This position can be physically demanding and candidates should possess resilience particularly with regard to adverse weather conditions	Application Form
This role has been identified by the organisation as safety critical	<b>YES</b>
This post is subject to overtime (where approved/appropriate)	<b>YES</b>
This post is subject to the Company's Flexitime Scheme	<b>NO</b>
This post is subject to a criminal records disclosure check	<b>NO</b>
This is a politically restricted post	<b>NO</b>