



## Site Technician

### The Role:

The aim of the Site Technician is to ensure that a number of tasks are carried out on site with regard to Safety, Environment and Efficiency, and to assist the Site Agent, Engineer and Foreman with the efficient and effective running of the site.

### Key Responsibilities:

#### Engaging with site operatives

- Maintain a register of operatives and staff on-site detailing their training records
- Identify training needs of site personnel and inform them of upcoming training bookings
- Liaise with the Foreman to complete staff wages in the draft, and finalise with the Site Agent

#### Site documentation and statistics

- Ensure all paperwork and posters are displayed on the site office wall and kept up to date.
- Ensure all reported positive observations are recorded and submitted to the Regional HSE manager weekly.
- Ensure all Health, Safety, well-being, and Environmental Statistics are recorded and sent to management monthly.
- Ensure the latest revisions of drawings, specifications & client instructions are the ones being used on the site.
- Place orders and call-offs as required by the Site Management.  
Upload relevant site information onto SharePoint, ensuring it is up to date.
- Deliver toolbox talks, Inductions, and present Cascade to site operatives, ensuring Cascade registers are completed and returned once trained and competent to deliver.
- Maintain a site diary, site correspondence file and photographic record of the project.
- Produce and display a roles and responsibilities chart, establishing the responsibility for each role on site.

#### Monitor plant and equipment

- Produce a site register to record all items to be inspected under LOLER and PUWER Regulations, and ensure they are regularly checked.
- Record the condition of the plant arriving on site on a form with photographs.
- Check the weekly plant & equipment sheet against the actual on site and ensure any anomalies are resolved through communication with the Cost Manager.

### Key measures & targets:

- Monthly and weekly reporting timescales are met.
- Adherence to Business Unit Objectives.
- Ensure 3 Pillar KPI measures are met.

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## Key relationships:

- Site Agents, Site Engineers, and Foremen
- Contracts Manager
- General public

## Person Specification:

The successful candidate is likely to meet all the following criteria:

### Essential

- Ability to apply a methodical approach to site documentation/correspondence and filing.
- Familiarity with health & safety issues/procedures on site.
- Ability to use Microsoft Office, particularly Excel.
- Educated to A-level standard or equivalent.
- Ability to receive, interpret and implement instructions.
- Good communication skills, with the ability to liaise confidently with site teams, suppliers, customers and the public.
- Good timekeeping and reliability.

### Desirable

- Familiarity with construction site work.

### What we do

We provide design, construction, and maintenance services to the following sectors.

- Water
- Transport
- Energy
- Built Environment

We also possess a range of specialist skills to support our civil engineering and infrastructure activities including

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

### Who we are?

Barhale operates as a tier 1 partner for blue-chip, regulated, and private clients. We work as part of large frameworks, joint ventures, and alliances, as well as on individual projects developing long-standing relationships based on Trust, Integrity, and Pride.

### Our People

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

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## How to apply:

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)