



## Position Description – Sub-Contractor

### Position Title:

Sub-Contractor

### Purpose:

To provide works on site on a sub-contract basis.

### Responsible to:

On Site: Senior staff member on site (if any).

In Office: Consultants and senior staff.

### Profile

The general profile for a Sub-Contractor is someone who has experience carrying out works on ponds (such as maintenance, filter fits, relines, etc.) or of specialist sub-contracting roles (such as scaffolding, block laying, etc). As a sub-contractor you can specialise in one or more areas dependent on your experience.

### The Sub-Contractor will be responsible for:

- Performing services on site, which are dependent on experience but may include:
  - Pond Cleans;
  - Relines and Fibre-glassing;
  - Filter Upgrades;
  - Construction works (including woodwork and block work);
  - Fish treatments;
  - Pond Maintenance; and the like;
  - Specialist site works (such as scaffolding, construction works, etc.)
- Providing own tools and equipment to complete works.
- Providing own van to get to work sites.
- Providing extra staff if required for the works.
- Returning to any works where there has been a failure due to their works. Wherever the Sub-Contractor carries out works they must ensure that these are completed to a satisfactory standard and must return to remedy defects at their own cost.

## Job Skills and Requirements

### Skills

Interpersonal / Communicational

### Notes

Communication skills are important to understand what the works to be performed are and to notify the client of any changes which may be required. The Sub-Contractor must be able to understand and convey ideas to other staff and clients.

Full UK driving Licence

A full UK Driving licence and van are required

### Key attitudes & Attributes

Commitment and Enthusiasm

### Notes

The Sub-Contractor must be willing and able to help any other staff to perform their duties and to carry out works independently. A positive attitude a willingness to work hard when the weather allows is a must.

Reliability and Responsibility

Staff are often working at the home of Clients and must not abuse the trust shown when Clients leave the property unattended.

Flexibility and Adaptability

Many pond systems are very old and will create unexpected issues when works are carried out; the Sub-Contractor must be able to adapt plans to enable the works to be completed in spite of these issues.

Tolerance and Patience

The Sub-Contractor will be required to maintain relationships with a wide range of persons of all sexes, ages, races and religions. Discrimination is not tolerated in any form.

### Appearance

Professional Look of Experienced

### Notes

Sub-Contractors working on site may become

Contractor

dirty, but must still maintain a professional look of an experienced contractor.

### Age

### Notes

No limitation

Age is not a crucial issue. The Sub-Contractor must be physically capable of lifting weights of up to 30kg multiple times per day and on rare occasions significantly larger weights for short periods.

### Qualifications

### Notes

None

No specific qualifications are required for most sub-contracting roles. Specific tasks such as constructing Scaffolding will require the relevant qualification and documentation.

### Experience

### Notes

Experience working with ponds

A good knowledge of the works being sub-contracted is vital. The Sub-Contractor must be capable of completing the works in question to a high standard.

### Special Conditions

### Notes

Working Hours

Although Head Squared expects most work will be performed during normal working hours, there may be a requirement to work outside these hours to complete works or to deal with emergency situations relating to ponds.

## Dress Code

On Site:

- Work jeans or trousers;
- Collared T-shirt;
- Rubber-soled wellington boots (for pond cleans);
- Steel Toe Cap boots (for construction);
- High-vis jacket (when working around traffic / other contractors);
- Spare warm clothing (such as spare T-Shirts, jumpers, socks, etc.);
- Waterproof trousers;
- Beanie;
- Fleece.

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