

# Recruitment Checklist - Construction

## Job Title

Construction Site Operative  
Could incorporate one or more of the following work areas or job titles:

Plant or machine operator Carpenter <i>Electrical (SummitSkills)</i> Concreter Stores person Form worker Chain person – Engineer's assistant	Drainage operative <i>Plumber (SummitSkills)</i> Roofer <i>Glazier (ProSkills)</i> Kitchen/Bathroom fitter Highways worker	Bricklayer Painter & Decorator Access (Scaffolder) Plasterer Steel fixer Wall & floor tiler
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## Functional Skills

- Listen to and understand tool-box talks, method statements, risk assessments and briefings.
- Listen carefully: ask questions to check understanding
- Speak clearly
- Read and understand job cards, safety notes & site notices
- Ability to understand & follow a schedule
- Read and understand construction drawings & extract information needed for the work
- Calculate lengths, areas and volumes
- Use measuring tapes, rules and lines to measure or set-out distances
- Write clear messages and complete forms.

## Teamwork Skills

- Flexible, able to adapt to changing schedules and priorities
- Work with other team members in a coordinated and efficient way.
- Motivated and enthusiastic
- Avoiding behaviour likely to cause offence
- Committed
- Responsible
- Reliable
- Team player

## Health, Fitness and Physical Requirements

Work on a construction site typically involves:

- Manually moving plant, equipment and materials
- Climbing ladders and using access equipment etc.
- Working outside and in all weather conditions
- Working at height

## Legal Requirements

- Minimum age 18 years
- Comply with Health and Safety regulations and work in a safe manner

## Other Requirements

- Spatial awareness
- Good general attitude
- Punctual, good time-keeping & attendance
- Willingness to learn & train
- Able to follow instructions
- Maintain a tidy work area
- Plans & prepares
- Achieves quality & output
- You cannot work on most construction sites without a CSCS card – this is company policy not a legal requirement.

These materials have been developed by **ConstructionSkills** in conjunction with employers from the sector.