



Established over 50 years ago, Pave Aways Ltd. has built a solid reputation for excellence in the industry. Based in Shropshire, we have successfully completed a diverse range of construction projects, including residential, commercial, educational, healthcare, and industrial developments in Shropshire, Powys, Wrexham, and Staffordshire and beyond, leaving a remarkable footprint in these regions.

We take great pride in being awarded the Small and Medium sized Enterprise (SME) of the year 2023 by Constructing Excellence West Midlands, a testament to our exceptional performance within this category, going above-and-beyond for our workforce and communities in which we work.

Our commitment to our employees and their development is demonstrated through our gold accreditation from Investors in People. This recognition reflects our dedication to fostering a supportive and empowering work environment, where every team member is given the opportunity to thrive and reach their full potential.

## **JOB DESCRIPTION**

**Job Title – Yard Operative & Driver**  
**Reports to – Company Buyer**

### **Job Overview**

As a Yard Operative & Driver, you will help keep the yard safe, tidy, and well organised. Duties include receiving and storing materials, yard maintenance (e.g. weeding, moving items), recycling activities, and completing deliveries and collections in a company vehicle (HGV not required). The role requires a hands on approach, attention to detail, and a focus on safety and teamwork.

### **Key Responsibilities**

- Keep the yard tidy and free from hazard
- Loading and unloading materials in a safe manor, including securing loads with ratchet straps, nets, covers etc. and using mechanical loading and offloading.
- Deliver materials to and from site
- Assist in the set up and clear out of site to include erect fencing, building materials, pallets etc.
- Keep yard premises locked and secured as required
- Receive and check incoming materials, then store them in the correct location
- Keep routine work records and inventories when required
- Bale cardboard, plastic, and other recyclable materials as required
- Record all consumables going from store to site.
- Record all 'P' numbers from plant and equipment going to and from site to keep plant records up to date.
- Follow set routes, due to Q-Flow requirements

- Carry out daily checks on pick up and forklift daily and complete paperwork accordingly

## Skills and Competencies

- Organised and able to prioritise work
- Good communicative skills, you will work with various people across all sites
- Ability to work on your own or as part of a team
- Capable of receiving and following instructions and communicating with co-workers
- Ability to adhere to labels, safety warnings, and guidelines
- Attentive to details and always alert to ensure safety

## You will be expected to have

- Clean driving license (essential)
- Forklift license and experience (essential)
- Tele Handler license (desirable but not essential)
- Knowledge of construction materials (desirable but not essential)

## You will receive

- The successful candidate will receive an hourly rate based on experience £13 - £14.50 per hour
- 21 days holiday (Extra holidays for long service at the 2,5 & 10 year point)
- Healthcare package with Paycare (Level 2) providing reimbursement for dental, eye tests etc.
- Death in service, £20,000
- £100/year for safety boots
- 2 paid days per year to take part in approved charity work
- Enhanced maternity and paternity pay

### ✓ Building a Team Culture

- We organise regular social activities, including rounders and a variety of group outings, encouraging interaction between teams across all sites, helping to break down barriers and strengthen relationships.

### ✓ Annual Team Building Away Day

- Each year, we host a dedicated team-building away day for all employees.
- Activities are designed to promote teamwork, collaboration, and communication, helping to strengthen relationships and a sense of unity across the business.

### ✓ Commitment to Employee Wellbeing and Growth

- These initiatives reflect our commitment to prioritising employee wellbeing, engagement, and satisfaction. We strive to create a supportive and inclusive working environment.
- All employees are given opportunities for both personal and professional development.
- Being part of our team means contributing to a shared vision: *building our future together*.

### ✓ **Dedicated Volunteering Days**

- We offer all employees two additional days of leave each year, specifically for charity and community work. This allows individuals to support causes that are meaningful to them.
- We actively encourage giving back and making a positive difference within local communities.

### ✓ **Annual Charity Commitment**

- Each year, our team selects a chosen charity that aligns with our values and mission.
- Throughout the year, we support this organisation through:
  - Fundraising initiatives
  - Volunteer work
  - Awareness campaigns
- This collective effort brings our team together while making a meaningful impact beyond our projects.

We embrace difference as a source of creativity, innovation and competitive advantage and are striving to become a more diverse organisation. We welcome applications from people with a diverse variety of backgrounds and identities.

If you require any adjustments to the recruitment process, to enable you to perform to the best of your ability, please let us know. We participate in the Disability Confident scheme and are committed to offering interviews to any candidate with a disability who meets the criteria for the role.

We are proud to be signed up to the Armed Forces Covenant and welcome applications from current and former members of the military and their families. If you make us aware of your military background, we will interview you if you meet the job criteria.

To apply for this position, please email your cv along with the completed equality and diversity monitoring form to [jane.harvey@paveaways.co.uk](mailto:jane.harvey@paveaways.co.uk)

***We kindly request that recruitment agencies do not contact our company regarding this job vacancy. Thank you for your understanding.***