

# CONSTRUCTION ASSISTANT

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

Portsmouth Water presents an exciting opportunity to become a vital part of our Infrastructure Department as a Construction Assistant!

This role is pivotal in project planning, system data collection, and contract administration. The successful candidate will work closely with the Senior Contracts Engineer to ensure the seamless and efficient delivery of projects related to 'below ground' planned water mains construction. Collaboration with other members of the Infrastructure team, as well as various departments within the company and external stakeholders, is a key aspect of this role.

## What will you be doing?

### Key Responsibilities

- Assisting the Senior Contracts Manager in the administration of the contract.
- Assisting in checking and approving the contractor's payment application.
- Working with the contractor and external stakeholders in the planning phase of projects.
- Working with the Digital Services office to produce plans.
- Working with Stores to compile materials orders.
- Working with the fire brigade to agree hydrant locations.
- Assist in compiling communications plans.
- Working with designers and estimators to build budget estimates.
- Raise works and purchase orders.
- Compiling data on spreadsheets relating to contract performance.



**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources

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**£25,670 - £29,393**

**GRADE 3**

**+ Non-contractual bonus related to company performance of up to 6% of basic salary**

### Hours:

Full-time | Permanent

### Holiday:

24 days increasing up to 28 days, plus bank holidays

### Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

### Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

### Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

**CLOSING DATE: 3<sup>RD</sup> APRIL 2024**

## What do you need?

### Qualifications & Experience

- A good understanding of English and Maths. GCSE pass level or equivalent is preferred.
- A background or interest in Civil Engineering would be advantageous.
- Experience in Project Management would be a benefit.
- An understanding of Health and Safety would be a benefit.

### Skills and Competencies

- Full UK driving license is essential.
- Good computer skills are essential.
- Good positive attitude is essential.
- Good Teamwork is essential.

## What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

**Excellence in water. Always.**

Committed to a sustainable future together



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## Apply Today

If you have the skills and experience to excel as our Construction Assistant, apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

**Apply Now**