

JOB DESCRIPTION

Site Manager - Construction

As Site Manager you will be responsible for the running of construction projects and supervising those construction works so as to ensure everything is running smoothly and to schedule.

In this role you will be responsible to the Contracts Manager

Our Core Values



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

- Supervising and overseeing the direction of the project, ensuring that the client's specifications and requirements are met, reviewing progress and liaising with quantity surveyors to monitor costs
- Liaising with the client, consultants & other construction professionals and, sometimes, members of the public
- Keep track of project margins / costs in line with set objectives
- Evaluate project design to identify VE opportunities
- Checking and preparing site reports, designs and drawings
- Preparing lookahead programmes from the target programme
- Liaising with the supply chain to agree programme dates and coordinating their site works to achieve the same
- Monitor progress against the target programme and notify the Contracts Manager of any delay or disruption.
- Liaise with the Contracts Manager/Operations Support Team/Design Team to ensure all essential drawings, schedules, information requirements or answers to queries are requested and received in sufficient time to avoid delay and disruption
- Ensure all verbal site instructions are recorded as per company procedure.
- Build effective and efficient relationships with the internal and external supply chain
- Requisition materials and tools where required in line with Bills of Quantities
- Making safety inspections and ensuring construction and site safety is at the highest level
- Maintaining quality control procedures and adhering to the QEMS
- Forward planning / finding ways to prevent problems and to solve any that crop up
- Assessing and minimising risk
- Writing reports and keeping on top of paperwork
- Help to negotiating contracts and securing permits and licences



- Oversee preparation and close out of snagging and defect using audit brick.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company.

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with development of the Construction Department, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Construction, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the processes outlined in IP06
- Actively participating in training and continuous improvement activities for betterment of skills and safe working practices.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

PERSON SPECIFICATION **Site Manager - Construction**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• SMSTS• CSCS Managers and professional card• Scaffold Awareness• First Aid	
Experience/ Skills	<ul style="list-style-type: none">• To be thorough and pay attention to detail• Leadership skills• Customer service skills• The ability to work well with others• Knowledge of building and construction• To be flexible and open to change	<ul style="list-style-type: none">• Previous experience within the construction industry



	<ul style="list-style-type: none">• The ability to accept criticism and work well under pressure• Knowledge of manufacturing production and processes• To be able to carry out basic tasks on a computer or hand-held device	
Safety Skill Sets	<ul style="list-style-type: none">• Valid CSCS Card• Abrasive Wheel• Asbestos Awareness• Environmental Awareness• First Aid at Work• Fire Marshall• Manual Handling• PASMA• RAMS• Safe Working at Height & Temporary Works Awareness• SMSTS	
Knowledge and Other Relevant Factors		

Signed:.....
Managing Director

Date:.....

Signed:.....
Employee

Date:.....