

## **JOB DESCRIPTION**

### **Site Manager - Civils**

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 Construction Director, Meldrum Structural and Civil Engineering..

### **Our Core Values**

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### **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 (QEMSS) and Best Practice.



#### **Innovation**

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

This will include, but not limited to, the following duties:

- supervising and overseeing the direction of the project (or a package), ensuring that the client's specifications and requirements are met, reviewing progress and liaising with quantity surveyors to monitor costs
- liaising with the client, other construction professionals and, sometimes, members of the public
- coordinating and supervising construction workers
- selecting tools and materials
- making safety inspections and ensuring construction and site safety
- checking and preparing site reports, designs and drawings
- maintaining quality control procedures
- finding ways to prevent problems and to solve any that crop up
- assessing and minimising risk
- writing reports and keeping on top of paperwork
- helping to negotiate contracts and securing permits and licences

### **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 the Construction Department, 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 QEMS, particularly the processes outlined in IP06

#### **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.

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

Signed:..... Date:.....  
Managing Director

Signed:..... Date:.....  
Employee



**PERSON SPECIFICATION**  
**Site Manager - Civils**

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• SMSTS</li><li>• CSCS Managers and professional card</li><li>• Scaffold Awareness</li><li>• First Aid</li></ul>	
<b>Experience/ Skills</b>	<ul style="list-style-type: none"><li>• To be thorough and pay attention to detail</li><li>• Leadership skills</li><li>• Customer service skills</li><li>• The ability to work well with others</li><li>• Knowledge of building and construction</li><li>• To be flexible and open to change</li><li>• The ability to accept criticism and work well under pressure</li><li>• Knowledge of manufacturing production and processes</li><li>• To be able to carry out basic tasks on a computer or hand-held device</li></ul>	<ul style="list-style-type: none"><li>• Previous experience within the construction industry</li></ul>
<b>Safety Skill Sets</b>	<ul style="list-style-type: none"><li>• Valid CSCS Card</li><li>• Abrasive Wheel</li><li>• Asbestos Awareness</li><li>• Environmental Awareness</li><li>• First Aid at Work</li><li>• Fire Marshall</li><li>• Manual Handling</li><li>• PASMA</li><li>• RAMS</li><li>• Safe Working at Height &amp; Temporary Works Awareness</li><li>• SMSTS</li></ul>	<ul style="list-style-type: none"><li>• </li></ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"><li>• </li></ul>	