

JOB DESCRIPTION

Site Manager

We are seeking an additional Site Manager who is driven to achieve high standards, experienced and customer-focused to join our successful team.

Job title: Site Manager

Type: Full-time

Location: East Anglia and South East

Salary: Competitive + Benefits

Key responsibilities

- Responsible for managing a construction site, which includes endeavouring to deliver the project on time, to the highest levels of quality and within budget and ensuring compliance with health and safety standards and regulations.
- Maintain all records for the construction site, which include the daily diary, weekly labour timesheets, control and return of plant, materials and goods, project progress photos, site inductions and health and safety.
- Control and monitor the use of all resources, including sub-contractors, to minimise costs and to maximise efficiency.
- Ensure all health and safety procedures, documentation and audits are completed correctly in a time efficient manner.
- Identify the need for risk assessments / safe systems of work and implement on the construction site.
- Carryout toolbox talks with all construction site personnel and maintain records of talks.
- People and stakeholder management.
- Identify and resolve any issues, challenges or problems.
- Schedule set-up requirements for construction site, including the ordering of facilities in accordance with the PMP.
- Work alongside and report daily to the appointed Contracts Manager.
- Control of quality and compliance of works against specification and drawings.
- Scheduling and ordering of materials to ensure programme continuity is maintained.
- Carry out health and safety checks of sub-contractors – pre-start and during the running of the works – using company format schedules.
- Co-ordinate sub-contractors on a daily/weekly basis to ensure continuity and the programme is maintained.
- Ensure adequate security is adopted and maintained for the construction site.
- Ensure the construction site is kept tidy and operates to high standards.

Key requirements

- 5+ years of construction experience is essential.
- Experience of leading and implementing a broad range of construction projects, managing supplier contracts and ensuring service performance.
- Residential and commercial experience.
- Experience of managing and leading a team.
- A good understanding of modern construction techniques, including fit-out trades, structures and cladding systems.
- Excellent communication skills, self-motivated and customer-focused.
- An eye for detail and understanding the expected standards to be delivered and quality checking.
- Commercial acumen and understanding.
- Must be numerate with good IT skills.



14 January 2020