

## Job Description – Assistant Site Manager

**Reporting to:** Site Manager

**Management Responsibility for:**

Shared responsibility for: -  
Support Team Members  
Sub Contract Labour

**Areas of responsibility: (Dependant on level/stage)**

- Assistance with Site Manager's project specific responsibilities

**STAGE 1**

- Installation of roads/sewers/infrastructure/foundations including domestic drainage to D.P.C.

**STAGE 2**

- Superstructure construction from D.P.C to roof tile complete

**STAGE 3**

- Roof tile to completion of plastering and screening including all low level external porches, down pipes etc.

**STAGE 4**

- All trades, 2<sup>nd</sup> fix installation, decoration, final fixing, snagging, cleaning and Home Demonstration to client including 4 weekly snag in accordance with Company procedure

**Tasks: (with guidance from Site Manager)**

**STAGE 1**

- Liaise, monitor, oversee installation of road/sewer/infrastructure and services including domestic foundations and drainage to D.P.C.
- Liaise with Tech/Commercial department to ensure contractor has sufficient information to the correct quality to carry out above works
- Attend meetings and monitor and advise/report on programme related issues to Line Manager
- Ensure project is secure and security issues are being addressed
- Monitor Health and Safety performance of contractor and advise/report to Line Manager issues or problems
- Complete project administration as requested by Site Manager
- Call off organise timely deliveries of required labour and materials to complete project in accordance with programme advise/report to Site Manager issues or problems
- Monitor quality – advise Site Manager of queries or issues.
- Liaise with Site Manager for key stage inspections
- Setting Out

## **STAGE 2**

- Liaise, monitor co ordinate works from DPC to roof tile complete
- Call off necessary labour/material for delivery in a timely manner to allow programme to be achieved
- Monitor programme and report back variances to Site Manager
- Monitor quality and report back variances to Site Manager
- Monitor Health and Safety and report back variances to Site Manager
- Complete project administration as requested by Site Manager
- Liaise with Site Manager for Key Stage inspections
- Complete scaffold inspections in accordance with Health and Safety procedures

## **STAGE 3**

- Co ordinate service connections
- Liaise, co ordinate and monitor works from roof stage, through to completion of plastering including all low level external porches, down pipes etc
- Call off necessary labour/material to execute works in a timely manner in accordance with the site programme
- Monitor programme and report to Site Manager variances and agree a course of action and implement
- Monitor programme and report back variances to Site Manager
- Monitor quality and report back variances to Site Manager
- Monitor Health and Safety and report back variances to Site Manager
- Complete project administration as requested by Site Manager
- Liaise with Site Manager for Key Stage inspections

## **STAGE 4**

- Liaise, co ordinate and monitor works from plaster complete to handover to customer
- Call off necessary material/labour to execute works in accordance with programme
- Monitor and check, inspect all stages – report back to Site Manager items of concern, agree action and implement
- Monitor programme and report to Site Manager variances and agree a course of action and implement
- Monitor programme and report back variances to Site Manager
- Monitor quality and report back variances to Site Manager
- Monitor Health and Safety and report back variances to Site Manager
- Complete project administration as requested by Site Manager
- Liaise with Site Manager for Key Stage inspections
- Arrange CML inspection and issue certificate in accordance with Cameron procedures
- Carry out Home Demonstration in accordance with Cameron procedures
- Arrange 4 weekly inspection in accordance with Cameron procedures

**Output:**

- Project stage admin as requested by Site Manager
- Faxed communication and call offs
- Home Demo checklists/4 weekly inspection reports

**Direct Communication:**

- Site Manager
- Sub Contractors
- Suppliers
- Commercial - Buyers
  - Surveyors
- Sales - Sales Advisor
- After Sales - Co Ordinator

**Indirect Communication:**

- Technical Department
- Cameron Property Management
- NHBC
- Utilities
- Accounts Department

**Hours of Work:**

**Staff Hours Site man:** 8:00 am – 5:00pm Monday – Friday

**Location of Work:** Designated site.

***This Job Description is not intended as an exhaustive list. It provides a guideline and a basis for review and comment.***