

## Job Description – Site Manager

**Reporting to:** Production Director

### **Management Responsibility for:**

- Assistant site Manager
- Support Team Members
- Sub Contract labour on development

### **Areas of responsibility:**

- Health & safety & welfare of all site personnel & visitors.
- On site implementation of company policies and procedures
- Development specific planning and co ordination of work operations and material call offs in line with site specific targets and objectives (programme)
- Identify, feedback and liaise with necessary individual or company to resolve on site difficulties or problems
- Project security
- Liaise with NHBC/Building Control body/specialist consultant to ensure any necessary stage inspections are completed
- Quality of project
- Delivery of project in line with programme
- Development and support of on site team (people management)
- Monitor project costs and feedback variances to project surveyor (commercial department)
- Project administration in line with Company procedures
- Communicate company values/standards to sub contractors
- Carry out maintenance inspections in line with company procedures

### **Tasks:**

- Implement project in accordance with programme
- Liaise with Head Office department to ensure efficient running of development
- Advise of requirements in a timely manner
- Notify, liaise and supervise building control or specialist inspections at correct stages of construction
- Return site admin within agreed timescales
- Monitor project Health and Safety implement required actions

### **Specific Tasks:**

#### **Health & Safety**

- Person protection equipment.
- First Aid
- Craneage
- Scaffold Inspections
- Monitor work operations

- Accident book/ first aid.
- Inductions
- Tool box talks
- Traffic Management
- Control / upkeep site welfare

### **Project Coordination**

- Order / call off materials- upkeep of charts registers & files.
- Diarise material delivery & labour operations
- Update / colour up programme (monitor)
- Physical snag of all trades- arrange meetings to discuss remedial action.
- Problem solving – would require sketch/ levels/ measurements/ description (i.e detailed info to address problem)

### **Site Security**

- Review and advise

### **Liase / sales**

- Fill out sales/ site forms; attend meetings; check BVO's

### **NHBC**

- notify & diarise building control stage inspection
- Notification of external bodies (i.e. NHBC building control officer, COTW utility provider).
- Actioning NHBC book defects.

### **Utilities**

- Completing certificate / paper work
- Call offs & diarise.

### **Control of Monitory Costs**

- Control of monitory costs.( i.e uncontrolled day work or extra/ unforeseen works)
- Ensure correct pricing/ discount is written on i.e site order etc
- Control of day works
- Ensure matrix sheets ate 100 % updated.
- Control any variances
- Control / negotiate variances (i.e labourers only)

### **First Aid**

- Administer as required.
- Re- stock
- Keep records
- Report
- Educate

### **Maintenance**

- **Ongoing-** sometimes to pacify client who will not wait for 6 monthly.
- **Not on Site-** Return to previous development

- Liaise with office and client
- Conduct inspection
- Identity contractors & materials used in past.
- Keep any paper work up to date or completed & returned in the time scale.

**Output:**

- Advisory letters to clients
- Warning notes to contractors
- Faxed communication and call offs
- Update of production status report
- Site level Programme breakdown (weekly planning)

**General Site Administration: (when required)**

- Keep any paper work up to date or completed & returned in the time scale.

1. Daily Reports
2. Weekly Report
3. Stage notification
4. Weekly safety Register – Formulation of risk / method/ cosh assessment – ppe Register
5. Induction Registers
6. Diary
7. Wages
8. Timesheets
9. Material received
10. Drawings call off
11. White Board sheet
12. Stationery call off.
13. Expense forms
14. mileage sheets
15. Start up forms – sub contractor – directly employed
16. Holiday forms
17. Plant sheet ( plant /monthly authorisation)
18. Site orders
19. Health & Safety warning notice (duplicate) pad)
20. Pre- occ/ 10 day visit
21. Accident form (accident book)
22. Incident report form
23. I.I.P forms
24. NHBC book (handbook registration cand)
25. Faxes
26. POD sheet queries on invoices answer & return
27. Handover agreement form
28. Day work (duplicate sheet/ duplicate book)
29. Maintenance Inspection sheet
30. CITB training returns (sue)
31. Payment matrix updating.
32. Materials schedule sheet

**Direct Communication:**

- Production Department
- Commercial Department
  - Buyer
  - Surveyor
  - Commercial Manager
- Technical Department
  - Technician
  - Technical Manager
- Accounts Department
  - Accounts Clerks
  - Accounts Manager
- Sales Department
  - Sales Manager
  - Sales administrator
- After sales Department
  - Administrator
  - Operative

**Indirect Communication:**

- Sub Contractors
- Suppliers
- NHBC
- Utility providers
- Specialists
- Neighbours

**Hours of Work:**

8:00 am – 5:00pm Monday – Friday

**Location of Work:**

Designated site/sites.

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