

## **JOB DESCRIPTION**

**JOB TITLE:** Site Manager

**REPORTS TO:** Senior Site Manager / Project Manager / Contracts Manager

**LOCATION:** The Company's construction sites throughout the UK.

## **SUMMARY OF ROLE**

Reporting to either the Senior Site Manager / Project Manager / Contracts Manager the Site Manager will be key member of the Gilbert-Ash site management team or main Gilbert-Ash representative based on site during the construction stage of projects. They will be responsible for the daily operations on the site or section of a project including the planning, execution and delivery of a project through to completion. They will manage and lead the Site Construction team and the Sub-Contractors during the Construction stage of the project.

## **DUTIES AND RESPONSIBILITIES**

- Manage the day to day operations on site including the initial site set-up and the decant process at project completion
- Implement the Gilbert-Ash Quality, Environmental and Health & Safety Management procedures at site level
- Ensure safety inspections are implemented and manage the health, safety and welfare responsibilities as detailed in the Company's Policy and in compliance with OHSAS 18001; establish and maintain a safe site for the full duration of the works
- Develop and implement short term programmes with key sub-contractors at various stages of the project
- Ensure material requisitions are placed in a timely manner and sufficiently detailed to enable the buying department to get the best commercial terms and ensuring there are no delays to progress due to any material procurement issues
- Monitor the daily productivity on site including the sub-contractor performance, resource levels and quality of works in progress
- Monitor progress against agreed programmes and advise Gilbert-Ash Management of any potential programme delays or concerns

- Arrange, Chair and Record Subcontractor Coordination Meetings and ongoing regular Progress meetings with Sub-Contractors at Site level
- Undertake the role and responsibilities of Temporary Works Co-Ordinator.
- Record and issue Confirmation of Instructions for any changes to the Contract scope of works which have not been formally instructed
- Manage the RFI System ensuring formal requests are issued for any information required to maintain the progress of the works; review the RFI's on a regular basis and liaise with the Design Manager on all aspects of contractor design elements
- Review the design in advance of Construction Programme for any Buildability issues.
- Attend Design Team Meetings ensuring timely and adequate input from sub-contractors to the design process and contribute to buildability issues, Health and Safety or better ways of working
- Gain a full understanding of the detailed design and specification and maintain full knowledge of these during the construction process and ensure that the information is shared with the GA Team and the relevant Sub-Contractors
- Ensure there is a full and up to date set of Construction status drawings and specifications on site at all times
- Manage the Quality Assurance / Snagging System during the construction stage of the project and post completion; the Site Manager is responsible for closing out all snags and defects at Practical Completion Stage
- Ensure Daily Activity Briefings are being carried out each morning with Gilbert-Ash site team and Subcontractor representatives
- Control and monitor site waste in accordance with the Company's Site Waste Minimisation & Management Policy.
- Ensure the Site Diary is completed on Gateway daily in adequate detail to provide an accurate record of the works
- Establish, maintain and build good relations with clients as well as their representatives, design teams and neighbours – this includes management of initiatives such as the Considerate Contracts Scheme
- Undertake all relevant training and development activities as required
- Continually develop knowledge of innovative construction techniques and products to enhance the business and fulfil company CPD requirements
- Provide an input into Monthly Progress reports
- Provide leadership and coordination to GA Construction team including, Site Supervision, General Labour and Logistics staff

- Assist graduates and undergraduates with all aspects of their employment and development, ensuring their full integration within the site teams and provide all reasonable support required during their Graduate Programme.
- Liaise closely with the Contract Surveyor on all elements of Commercial Management, including any day works issues, sub-contract valuations and any contra charges to be applied to sub-contract accounts
- Complete all GA close out documentation at project completion
- Contribute to the Company's Corporate Social Responsibility initiatives.

*The above list is not exhaustive, and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.*

#### Personnel Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• 5 Years' experience of planning, directing and co-ordination of projects on site</li> <li>• 3 Years' experience successfully managing and co-ordinating teams on a large scale as well as a team of multiple disciplines</li> <li>• Proven track record of monitoring sub-contractors</li> <li>• Experience in each phase of a construction project</li> <li>• Experience in carrying out Health and Safety Assessments/Inspections</li> <li>• Management of client expectations</li> <li>• Preparing and presenting reports to Management and Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of carrying out appraisals</li> <li>• Relevant technical knowledge</li> </ul>
Education	<ul style="list-style-type: none"> <li>• A related construction qualification in one of the following: HND/HNC/BTEC</li> <li>• SMSTS OR SSSTS</li> <li>• CSCS / CSR Card</li> <li>• Recognised First Aid at Work Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management Qualification</li> <li>• CIOB</li> </ul>
Skills / Abilities	<ul style="list-style-type: none"> <li>• Ability to create and maintain good working relationships</li> <li>• Excellent organisational skills</li> <li>• Proven trouble shooting skills</li> <li>• Ability to manage and motivate workforce at all levels</li> <li>• Excellent written and oral skills</li> <li>• Good working knowledge of Microsoft Office Packages</li> <li>• Attention to detail</li> <li>• Good communication skills</li> <li>• Ability to work effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Gateway software package</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Eligibility to work in the UK</li> <li>• Flexibility to work away from home for periods of time</li> </ul>	