

Site Manager

Job Title: Site Manager

Department: FBS

Reports to: Construction Manager

Job Purpose:

The purpose of the Site Manager is to manage day to day operations on site whilst focusing on successful completion of the works.

Main Responsibilities:

- Manage all activities to ensure the successful implementation of the project
- Manage Carpenters, Painters, Electricians, Technicians, General Operatives and Labourers
- Maximise the performance of all site personnel and all outside contractors
- Plan, assign and direct work and resolving site problems to a conclusion
- Plan and follow up on construction materials and tools necessary at the sites
- Propose improvements in systems and procedures to the Construction Director
- Highlight issues which may affect the programme in a timely manner
- Ensure implementation of policies and procedures relevant to health and safety
- Ensure the implementation, monitoring and compliance of the company's Quality Control procedures
- Plan and follow up on working hours and resource level staff holiday request
- Maintain internal and external communications

Qualifications and Skills:

Essential

- Minimum of 5 years proven work experience in a similar role
- Experience in managing personnel
- Good understanding and knowledge of Health and Safety
- Competent in compiling Risk Assessment and Method Statements
- Competent in maintaining site records
- Competent in delivering regular toolbox talks
- Able to meet deadlines
- Able to maintain the highest level of confidentiality

- Able to problem solve quickly and effectively
- Strong communication and relationship building skills
- Able to perform individually and as part of a team
- Good time management skills
- Driven and determined
- Able to read, write and speak English
- Valid Cat B driver's licence

Desirable

- Minimum HND / HNC in a Construction discipline
- SMSTS Certification
- CSCS Registration
- First Aid Certification

End