



# Position Description

## Site Manager

Reporting to: Director

Direct Reports: Varies on each project/site

Last Updated: January 2022

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### How We Work

Our process is simple, direct and focussed on ensuring our clients are involved every step of the way.

We consider each project as the client's project – not ours, and this reflects in our commitment to pro-active engagement and communications with our clients.

Our clients are trusting us to do it right, the first time, and that's our promise to them.

As such, when we engage new team members, in addition to their proven experience and skills to do the job, what's important to us is:

- Individuals with a drive and commitment to always give their best to our clients
- Effective communicators
- Positive and engaging individuals
- Solid performers who are not reluctant to share their knowledge and mentor others

### Purpose of the Position

The Site Manager's main purpose is to ensure **profitable construction processes through effective site management**, day-to-day operations, communication and coordination of the build. In addition, the Site Manager is responsible for ensuring the project meets our company's quality standards and the client's expectations.

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## Key Accountabilities and Responsibilities

Responsibilities	Key Performance Indicators
<p>Provides complete oversight and management of works on site, full programme of works and ensures progress of projects are appropriately monitored.</p> <p>Liaises with architects, engineers and Council as necessary.</p>	<p>All deadlines for work completion are met.</p> <p>The client is kept updated regularly on progress and a positive professional working relationship is maintained with the client at all times.</p> <p>Is responsive to all reasonable requests for assistance and advice from clients, workers, contractors, suppliers, subcontractors and other stakeholders, in a courteous and helpful manner.</p> <p>Any site variations are appropriately managed.</p> <p>Quality inspections are conducted, and any quality issues immediately raised with the Director.</p> <p>Positive working relationships are maintained with all key stakeholders.</p>
<p>Provides complete oversight of all Health and Safety requirements on site.</p>	<p>The site is compliant with all Health and Safety requirements, at all times.</p> <p>Toolbox meetings and other required Health and Safety activities are held, as needed, and recorded as required.</p> <p>Any incidents or injuries are appropriately recorded, and any follow up action is taken as required.</p> <p>Health and Safety inspections or audits are completed, as required, to expectation.</p>
<p>Supervises all workers on site including construction workers and subcontractors; engaging and co-ordinating approved subcontractors to site.</p>	<p>All work complies with building regulations and any other legal requirements.</p> <p>Has a motivated workforce on site, who are meeting set project timelines.</p>



Completion of all appropriate site documentation.	All documentation is accurate and up to date, and able to be provided on request.  All written documentation is completed to a high level of accuracy and is legible.
Hands on/on the tools work, as required to support the team.	Is willing and able to assist the team in any aspect of the building work, on site.

#### Person Specification

- Significant experience in a similar site management role, within the construction industry.
- Trade qualification and LBP license is essential
- Proven experience with re clad and renovations as well as new builds
- Sound understanding of the practical application of all building regulations and the Health and Safety at Work Act
- Proven ability to plan a project with timelines
- Well organised and able to manage multiple priorities

#### Practical Experience Required

Practical building experience is required to enable the Site Manager to assist the team, on the tools. Such experience would include, but is not limited, to the below:

- Measure and mark cutting lines on materials, using ruler, pencil, chalk, and marking gauge.
- Verify trueness of structure, using level, string line, dumpy level, laser level and /or plumb bob.
- Shape or cut materials to specified measurements, using hand tools, machines, or power saws.
- Assemble and fasten materials to make framework or props, using hand tools and wood screws, nails, dowel pins, or glue.
- Build or repair cabinets, doors, frameworks, floors, and other wooden fixtures used in buildings, using woodworking machines, carpenter's hand tools, and power tools.
- Erect scaffolding and ladders for assembling structures above ground level (below 4 metres).
- Remove damaged or defective parts or sections of structures and repair or replace, using hand tools, power tools and the like.
- Install structures and fixtures, such as windows, frames, floorings, and trim, or hardware, using carpenter's hand and power tools.
- Finish surfaces of woodwork or wallboard in houses and buildings, using paint, hand tools, and panelling.
- Inspect ceiling or floor tile, wall coverings, siding, glass, or woodwork to detect broken or damaged structures.
- Construct formwork, falsework and chutes for pouring concrete.
- Perform concrete mixing and placing work.
- Apply shock-absorbing, sound-deadening, and decorative panelling to ceilings and walls.



**Personal Attributes**

- Well organised and able to manage multiple priorities
- Great problem solving skills.
- Strong people skills as you will have to communicate effectively with, manage and motivate people at all levels, from staff to clients.
- Computer proficiency is not essential as all documentation on site is pre-formatted for ease and simplicity
- Demonstrated ability to remain calm under pressure with the ability to meet changing demands
- The ability to work unsupervised and take ownership of your role

**Physical Requirements/Work Environment:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Not afraid of heights
- Be reasonably agile.

**Acknowledgement for Receipt of Job Description:**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Martin Bamford – DIRECTOR

\_\_\_\_\_  
Date