

PLATINUM PACIFIC GROUP

JOB DESCRIPTION

JOB TITLE: Site Manager
REPORTS TO: Managing Director
DATE: September 2021

Job Summary:

The Site Managers primary role is to **ensure the profitable construction process** by effective site management, day to day operations, communication and coordination of the build to ensure it meets our company quality standards and the client's expectations.

Reporting Relationships:

This role reports directly to the Director of Platinum Pacific Group.

Duties and Responsibilities:

- Monitor progress of project onsite with site team and programme
- Ensure that deadlines for completing work is met
- Supervise construction workers and organising and monitoring subcontractors
- Ordering and delivery of materials
- Ensure site documentation is accurate and up to date
- Managing site variations
- Manage Health & Safety on site and ensure compliance at all times.
- Day to day problem solving and dealing with any issues that arise
- Motivating the work force
- Ensure work complies with building regulations as well as other legal requirements
- Conducting quality and safety inspections
- Liaise with architects, engineers and Council where necessary
- Keep the client updated regularly on progress
- Perform all duties in a timely manner and to a high standard.
- Contribute positively to Company culture and values.
- Working co-operatively with other team members
- May also need to travel between sites to meet clients and sub-contractors.

Knowledge and Skills:

- Minimum 5 years experience in a similar role
- Experience with re clad and renovations as well as new builds
- Be in possession of LBP license and be Trade qualified
- Be familiar with building and health and safety regulations
- Be able to plan work well, and to be well-organised

- Be prepared for responsibility and decision making.
- 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
- Demonstrate ability to remain calm under pressure with the ability to meet changing demands
- The ability to work unsupervised and take ownership of your role

Key Performance Indicators:

- Complete tasks effectively and accurately within agreed timeframes, either individually or as part of a team.
- Respond to all reasonable requests for assistance and advice from clients, staff, contractors, suppliers, subcontractors and other stakeholders in a courteous and helpful manner.
- Complete written documentation to a high level of accuracy.
- No instances of substantiated negative feedback received from clients, other staff, contractors, suppliers and subcontractors.

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.

Acknowledgment 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