

Proposed Site Manager Job Outline

Job Title: Site Manager

Reports to: Jon Powner, Managing Director

Duration: Permanent

Hours: 37 over 5 days

Purpose of the Job:

- To take full responsibility for the required standards of Health and Safety, protection of works, presentation and quality of the product
- To ensure that the project, as defined by the scope, is completed on time and within budget
- To manage the component parts of the project as per the project plan and to the standards expected

Key Areas of Responsibility:

1. Project Management

- Manage the project plan, identifying key milestones, tracking and monitoring key activities and tasks
- Identify issues and risks with delivering the project plan and escalate when necessary
- Actively problem-solve and find alternative solutions where possible
- Provide regular updates to SMT on progress with the plan

2. Site Management

- Comply with all health and safety requirements and ensure the site is safe for workers and visitors at all times
- Oversee and supervise the work of all the construction site staff
- Liaise with the Architect, Quantity Surveyor and other professionals as necessary to progress the build
- Maintain quality processes and procedures

3. Contractors and Suppliers

- Assist with selecting appropriate contractors and/or manage existing contractor relationships, overseeing their work on site
- Liaise with company suppliers to order goods and materials in the most cost-effective way

4. Customer Interface and Communications

- Liaise with speculative and prospective buyers and engage fully in all site visits and meetings convened to assist the customer