

Job Description

Job Title	Site Manager
Department	EWI
Location	Central Belt, travel as business needs require
Reporting to	Area Manager
Line Manager to	Indirect responsibilities to all trades
Key Relationships	Area Manager, Site supervisors, all trades, Administration department, HR, CLOs, customers, clients, Senior Management Team

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Everwarm. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, through Business reasons, may be altered from time to time to meet the changing needs of the Company.

Role Overview:

Management and supervision of all subcontractors, deliveries, operatives, plant and co-ordination therein to ensure projects are delivered within time to the required safety standards.

General Duties//Key Responsibilities

Comply with the operational requirements of the Best Practice and Quality Procedures file to include, but not exclusively the following:-

- Maintain Site Records, daily labour and plant allocation sheets, site diaries, Health & Safety Inductions, Method, Risk & COSSH assessments, AI/RFI/CVI toolbox talks, scaffold inspections, materials logs and all other records as required.
- Hire and monitoring of Plant, equipment etc., its timely return, protection and security.
- Report against programme progress, identify recovery tasks and monitor key dates.
- Plan and manage Quality Management Strategy to include tasks for sign off, benchmarks, hold points, sample panels, snagging etc. and monitoring compliance therein.
- Prepare information for valuations by reporting against subcontractor progress, materials on site, variations, day work etc.
- Plan and manage site strategy for Hazard Awareness and Risk Assessment to ensure compliance with Sureserve Safety Policy, directives and instructions.
- Plan and manage forward resource planning, orders as required and reporting on supply chain performance.
- Manage Supply chain and operatives non-conformities.
- Manage PPE compliance and issue including I.D. procedures.
- Plan and manage statutory mandatory and informational signage including Sureserve standard notice board.
- Comply with the requirements of Sureserve Environmental Policy.
- Commit to undertaking necessary external and internal training courses.
- Promote company image/brand including wearing appropriate dress, uniform, I.D, PPE.
- Plan and manage recorded subcontractor meetings, reviews, coordination and logistics.

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- Plan and manage subcontractor competence compliance including checking certification NICEIC, etc....
- Report against targeted performance measures.
- Report and record complaints and queries and plan for closure/solutions.
- Comply with all directives issued through Supply Chain Manager.
- Comply with Sureserve Quality Policy.
- Provide weekly document returns to Contracts Management.
- Work closely with Senior Managers in various disciplines.
- Work closely with Customer Services Representatives (RLO's etc.)
- Ensure compliance with Construction Phase Health & Safety plan and assist in its development and subsequent gathering of information for Operations and Maintenance Manuals and Health & Safety file.
- Plan Fire Strategy for site including permit to work systems.
- Plan and manager Drawing Register receipts and updates.
- Maintain site files in accordance with Sureserve standard filing structure.
- Manage strategy for storage of all necessary site materials and protection of installed fixtures, fittings and equipment.
- Provide accurate weekly timesheets.
- Provide mentoring support to trainees, work experience personnel, apprentices etc.
- Be responsible for company vehicles, property and equipment.
- Attend customer forums, presentations, and interviews as necessary

The Individual:

Personality:

- Self-driven, results oriented.
- Clear focus on Health & Safety Management.
- Good planner and able to assess own performance.
- Reliable, tolerant, sympathetic, team player, creative, solution focused.
- Sufficiently flexible and mobile to attend evening meets, forums and work unsociable hours.
- Well presented, professional. Good decision maker and communicator.

Personal Situation.

- Able to drive with clean driving license (essential).
- Able to commit to extended hours where necessary.
- Able to commit to emergency call out.
- Prepared to travel to various sites/offices, which may include long journeys.

Specific Job Skills

- Able to communicate and motivate site trades and subcontractors.
- Able to implement recovery plans and manage and monitor progress therein.
- Able to performance manage trades and subcontractors against quality, safety and programme targets.
- Able to keep abreast of technological legislation and sociological changes and communicate to relevant personnel.
- Able to use technology to programme works, provide reports and keep good site records and data.

Computer Skills

- Adept in use of word, Eudora, project commander and provide instruction therein.
- Literacy and Numeracy:
- Good report writer and good record keeper.
- Ability to read and understand contract, specifications, drawings, letters, programme, reports etc.

Business and Selling Skills:

- Able to represent company brand by wearing appropriate PPE, uniform and housekeeping/site environment.
- To be commercially aware of implications of over ordering, timekeeping, programme compliance and trade co-ordination.

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Management Ability:

- Excellent people management skills, personable, and good communicator.
- Able and comfortable with subcontractor and trade management.
- Able to work to tight deadlines and under stressful conditions.
- Able to Performance manage personal and business goals.
- Able to self-manage punctuality, attendance and time.

Essential Training and Qualifications:

- IOSH Managing Safely or Site Management Safety Training Scheme (SMSTS) qualification
- CSCS Card
- 1st Aid Certificate
- Scaffold inspection

Additional Requirements:

- Enhanced Disclosure Check
- Full Clean Driving License

What We Offer

- Competitive Salary
- Employer contributed pension scheme
- Employee Assistance Programme with 24 hours telephone and online access
- Company van and fuel card for business use
- 32 days annual leave (Inc. statutory bank holidays and Christmas and New Year Closure!)
- Generous sick leave
- Sureserve Group Academy programme that acknowledges the success of our trainees and apprentices
- Sureserve Group Legends scheme, with a reward for the ultimate legend!
- Employee engagement events to bring together colleagues and families e.g. Everwarm Family Fun Day, Summer BBQ, Christmas Night out!
- Access to Flexible Benefits Scheme (including buy holidays, discount to retailers, bike to work scheme, Healthshield care plan, and many more).
- Work for PLC Company with option to join share save scheme.