

Site Manager

Job Description:

The Site Manager reports to the Contracts Manager / Project Manager and Director and will work closely with the QS team.

The Site Manager will be responsible for the management of the site in respect of progress, workmanship and safety. The Site Manager ensures that adequate and proper labour, plant, materials and sub-contractor's resources are available to meet the requirements of the contract.

The Site Manager looks for opportunities for the company with their known contacts always presenting a consistent and united face to Clients, Consultants, S/Cs and the Public.

Key Responsibilities:

Pre-Construction

- Set up the site.
- Take possession of the site.
- Apply for temporary service connections.

Construction

- Implement the Project Strategy Plan.
- Interpret drawings and specification and communicate directions to site personnel, S/C and suppliers.
- Requisitions materials.
- Ensures that adequate method statements are completed for high risk activities.
- Request outstanding information from the professional team and confirm all verbal instructions.
- Review buildability and identify methods of construction with commercial or programme advantage where possible.
- With the Environmental Co-Ordinator implement the environmental controls and work towards the objectives set out in the strategy plan.
- Attend site meetings, S/C and internal meetings.
- Maintain site progress record updating the contract programme and producing short term programmes.
- Identify non-conformances and implement corrective action.

- Keep the main site diary record and complete other site documentation as required.
- Arrange with the ENG for material testing.
- Maintain site security.
- Maintain site Hutting, Hoardings and signboards to present a tidy appearance.
- Snag work before presentation to the architect.
- Arrange for the rectification of defects found.
- Inform the QS of any matter for which extra payment may be due or additional costs are involved.
- Be aware of the conditions of the main contract and the conditions and attendances of our contract with S/Cs.
- Be involved in the management of the contract as required.

Specific Safety Responsibilities

- Organise sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials.
- Know the requirements of the relevant Health and Safety Law.
- Ensure that hazards from material stacking, positioning of plant and installation of electricity supply are eliminated.
- Plan and maintain a tidy site.
- Give all Finishing and Trades Foreman responsibility for safe working methods and see that they do not require or allow persons to take unnecessary risks.
- Make sure that suitable protective clothing is available where appropriate and that it is used.
- Ensure that all Cunningham contracts machinery and plant, including power and hand tools, is checked, that it is in good condition and that any defects are reported to the CM / PM.
- Ensure that emergency escape routes and fire control measures are maintained on site.
- Ensure that adequate first aid facilities are provided, established and available.
- Co-operate with the visiting Safety Advisor and act on his recommendations and accompany HSE / HSA Inspector onsite visits.
- Ensure new persons on site are instructed in accordance with the Cunningham contracts safety induction procedure and review safety procedures specific to the site with new or transferred Cunningham contracts employees.

- Ensure that statutory notices are displayed, and that statutory registers are being maintained up to date.
- Set a personal example, including the wearing or use of protective clothing or equipment on site as appropriate.
- Ensure COSHH assessments are in place for all hazardous materials.
- Ensure Method Statements/Risk Assessments for all work activities are in place as identified in the Project Strategy Plan. Monitor site activities in accordance with the agreed safe system of work.
- Ensure regular Safety inspections of projects are carried out.
- Ensure that all reports of hazards or unsafe practices are actioned on suitability.
- Provide tool box talks on key Health and Safety issues for the site.