

## PERFORMANCE RELATED JOB DESCRIPTION

**Job Title** : Site Manager  
**Employee Name** :  
**Reports to** : Project Manager  
**Date** : 1<sup>st</sup> January 2019

### Purpose:

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To establish and manage a construction site in a safe and diligent manner, to the highest possible standard, on time, to the agreed cost and to the client's satisfaction.

### Function:

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|                       |                    |
|-----------------------|--------------------|
| Safety                | Reporting          |
| Planning and progress | Quality            |
| Problem resolution    | Environmental      |
| Record keeping        | Site Co-Ordination |
| Cost Control          |                    |

### Roles & Responsibilities:

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Responsible for:

- **Team:** Establishing an Effective Team
- **Budgets:** Work closely with the Quantity Surveyor to ensure that costs are kept within budget
- **Plan:** Deliver the project in accordance with all the mobilisation plans

Roles:

- Must have previous sales experience and can work with the Sales Team and Customers
- Effectively managing and controlling all aspects of the build process on a development, as specified, whilst ensuring the Company's Policy on Health and Safety and the requirements of Health and Safety Legislation are met and safe working practices are actively encouraged
- To comply with Robert Woodhead Ltd Policy and Procedures and instructions at all times

- Supervise and co-ordinate staff, sub contractors, material suppliers and utility providers to ensure an efficient method of building to the required build quality and build programme
- Attend initial meetings with the client and their team to establish and understand what is important
- Create and maintain a good working relationship with the client and their advisors
- Review the project plan with the team and ensure it is understood
- Co-ordinate project team and designers
- Plan, manage and monitor the work with the team and supply chain to ensure the programme is maintained or improved
- Ensure all staff, visitors and sub contractors are inducted fully before starting work/site walk through
- Ensure that all risk assessments and method statements are relevant and appropriate to ensure everyone goes home safe
- Ensure production targets are met
- Manage the performance of staff and supply chain. Inspect and approve works after every work package and provide reports to the quantity surveyor
- Deal with any defects as they arise
- Record all changes in writing and ensure you have written confirmation to proceed with changes
- Strive to achieve the best Considerate Constructors Score
- Minimise waste and environmental impact
- Seek out new ideas and ways of working and implement them effectively

| Required Qualifications         | Level / Discipline | Date of Accreditation | Comments |
|---------------------------------|--------------------|-----------------------|----------|
| Considerate Constructors Scheme |                    |                       |          |
| CSCS Card                       |                    |                       |          |
| Customer Relations              |                    |                       |          |
| First Aid At Work               |                    |                       |          |
| H&S Touch Screen                |                    |                       |          |
| I.T. Training                   |                    |                       |          |
| SMSTS                           |                    |                       |          |
| NVQ                             | Trade related      |                       |          |
| Asbestos Awareness              |                    |                       |          |

|                     |  |  |  |
|---------------------|--|--|--|
| Manual Handling     |  |  |  |
| Fire Training       |  |  |  |
| Abrasive wheels     |  |  |  |
| Scaffold Inspection |  |  |  |
| Other               |  |  |  |

| <b>Key Performance Indicators</b> – How to prove that you are doing your job properly |   |
|---|---|
| <b>Outputs</b>  | <b>Indicators</b>   |
| Everyone home safe  | Accident Frequency Rate - number of hours worked by the number of reportable accidents on your site                 |
| Good site records   | As appropriate to each site.  |
| Quality product   | Performance management reports  |
| On Time   | Programme marked up and visible on site for everyone to work to ensuring completion achieved within contract period |
| Low impact on the Environment   | Waste Plan met or bettered  |
| Happy Customer  | Customer Satisfaction Survey (mid way and end of contract)  |
| Profit and Cash flow  | Budget allocated to Site Manager for his control  |
| Defect Free project   | No significant defects at hand over   |

#### Admin

- Weekly site reports
- Time sheets – weekly
- Plant returns – weekly
- Materials received – weekly
- Site report – weekly
- Site diary – weekly (completed every day but returned once a week)
- Operatives logs – weekly
- Full Site Inductions – as and when
- Postcode, CCS and CRB numbers – as and when

- Toolbox talks register – as and when.
- Accident form – as and when they occur
- Method statements written by Site Manager – as and when
- Risk assessments written by Site Manager – as and when
- Closedown form – at the end of the job

PLAN

MANAGE

MONITOR

NB Evidence of completing your Roles and Responsibilities must be produced at every review.

The Functions, Roles and Responsibilities will evolve over time and should be reviewed quarterly and amended as necessary to ensure they reflect the needs of the job.