

## Junior Site Manager

### Job Role and Responsibilities

Job Title: Junior Site Manager

Direct reports to: Contracts Manager/Managing Director

#### Role

To co-ordinate and manage the construction activities on and off site for individual projects that have already been secured. The role will involve ensuring that the projects run to programme and to internal budgets with involvement in the cost reporting process with the QS team. Monitoring of health & safety compliance both for Boreas Contracts' teams and the client's delivery team will be expected along with programme monitoring and quality standards.

#### Experience and knowledge requirements:-

- Good basic standard of general literacy and numeracy.
- IT literate and a good basic understanding of software systems including the Microsoft Office suite.
- Minimum three years operations experience within the construction industry at Site Manager level. Be able to manage the procurement and delivery to keep on programme and be able to work in with site teams to achieve this.
- A basic understanding of what ISO9001 is. (Full training will be provided for this)
- Knowledge and experience of production / material scheduling methods and work processes.
- Full knowledge of Health and Safety legislation. Training will be provided for any gaps that may arise.
- Good working knowledge of environmental legislation.
- Good communication skills, telephone manner and email etiquette.
- Experience in working in a busy professional office and on large busy construction sites.
- SMSTS or similar management qualification is required. Training can be provided for this.
- A problem-solving approach to tasks given.
- Be willing to develop and engage in revising systems of work to be more efficient.
- Have full knowledge in lifting and access machinery and uses.

Day to day general requirements and duties.

- To implement and maintain office / site based work systems already in place.
- To further develop, enhance and improve the office and site based structure and systems.
- In liaison with the H and S manager, check the training matrix prior to site teams starting onsite and highlight to the H and S team if any gaps arise.
- To assist ensure document control is being implemented.
- Be able to travel to multiple sites and stay out when required.
- With co-operation from the relevant junior site manager or site team working supervisor make sure all on site offices are run according to Boreas Contracts processes.
- Be able to produce progress reports and Inspection and hand over plans.
- Be able to keep highest levels of confidentiality. Some non-disclosure forms will be required to be signed onto.
- To be able to monitor installation efficiencies and highlight any issues that might arise from either our site teams or client's delays.
- Have a full understanding of material delivery requirements, lead times and restrictions to keep to programme.
- In liaison with the procurement team and the Quantity Surveyors, to review material, labour, plant orders and to contribute to forecasts for the site. To ensure that material deliveries are correctly recorded to site to provide an accurate record of what has been delivered to date in conjunction with the site teams.
- To liaise with Contracts Manager and MD to ensure that the correct level of site labour is available for each project as an ongoing monitoring process. This is expected to be undertaken in a proactive and timely fashion.
- To ensure any onsite variations are recorded via the CVI process. This includes any day works items as required.
- Manage on site plant requirements including on and off hiring as required.
- Over see the snagging and site clearance process to leave a perfectly finished project.
- A good understanding of products used construction drawings and details is a necessity.

- To undertake any other reasonable duty as required by the Company.
- To ensure all staff are adhering to health & safety regulations and company policies.
- To engage fully with the QS teams to ensure ongoing optimal efficiency of both onsite labour, office resource and material for installation.

Working relationships

- Must be willing to mix in with a lively and dynamic office environment.
- Must have a good phone manner.
- Must be able to speak firmly but respectfully to other onsite contractors.
- Must be able to attend client onsite progress meeting and report and record fully with regards to these.

The appraisal will be measured against the key items in this document, and you will have full sight of the comments and results.

Comments for the appraisal of Candidate:-

#### Why Boreas?

Boreas are a new company with many high-profile clients and host of connections within the construction industry. This Site Manager role is a chance for the right candidate to make the role and running of the site projects to their own individual design in line with company policy with the potential to grow the role as the company grows.

- Competitive pay
- Pension and health plan after trail period.
- Modern, contemporary office space, working on some high-profile projects within the construction industry.
- Exhilarating and challenging environment with very few repeat days.
- Full support and guidance from senior management, but with an opportunity to develop the role and systems as the candidate would see fit.
- Fantastic customer base, with main contracts with Blue Chip companies.
- Excellent professional and personal development opportunities

#### Agreement in principle:-

Agreed salary	£40,000.00
Holidays	25 days plus bank holidays.
Company Car	Yes (in line with vehicle policy)
Trial period	3 months.
Start Date	

Candidates Signature

Date:

Manager's Signature

Date: