



UK

## JOB DESCRIPTION

<b>Job Title</b>	<b>Site Manager</b>
<b>Location</b>	<b>Variable when on Projects and Castle Donington</b>
<b>Reports to</b>	<b>Site Operations Manager</b>
<b>Hours of Work</b>	
<b>Salary Range</b>	
<b>Staff Responsibilities</b>	<b>Site Supervisors, Chargehands and Site Operatives</b>

### Role Objective

Management of site operations, ensuring the delivery – within budget and within schedule – of the equipment provided for in the Company’s contracts, whilst enforcing and following safe working practices as per the company’s policies, Risk Assessments and Method Statements. Recruit, induct and train personnel.

### Key Responsibilities

- Liaison between Sales and Operations.
- Ensure discipline of all site employees in conjunction with Site Operations Manager.
- Appraisal, development, and training of all site employees.
- Overview of all contracts with particular attention to:
- Feasibility of achieving the technical specification.
- Technical documentation/compliance in consultation with Technical Support.
- Approval of job costing information for all contracts in consultation with Account Managers.
- Site Management of contracts including site visits with or without Account Manager.
  - Make notes of site details eg access, measurements, underground services, ground levels etc.
  - Undertake Pull Tests and ground survey scans as necessary
  - Complete back sheets, Risk Assessments and Method Statements
- Health & Safety considerations/requirements/PPE of for all staff including agency, in accordance with the Risk Assessments, Method Statements and Lifting Plans.
- Managing of sub-contractors for:
  - Safety briefs,
  - Overseeing that they work safely in conjunction with their RAMS.
- Training & development of on-site ‘crew’ personnel.
- Quality control of all on-site activities.

- Discipline of all staff including agency, including:
  - Compliance with designated working hours.
  - Wearing issued company uniform.
  - Professional & respectful attitude/behaviour
  - Company policies and procedures
- Be responsible for the contract from start to finish even if not attending site every day.
- Out of hours and emergency cover.
- Provide holiday cover for other members of the Operations Team.
- Control of resources to perform at or below budgeted level which will be measured through management accounts on a monthly basis.
- Deliver site element of each contract to schedule and to budget. Document occasions where performance fails to meet targets.
- Measure performance levels for site personnel, both individually and collectively.
- Ensure relevant paperwork is completed by the Site Supervisor eg safety briefings, toolbox talks, handover & handback sheets, amendments & additions to contracts.
- Check for risk assessments, method statements, and relevant procedures are being adhered to.
- Ensure that all site personnel are aware of the information detailed on equipment being returned from sites including equipment being marked up as requested.
- Ensure hired plant is checked for damage and off-hired when finished with.
- Carry out duties as requested at base including management of labour at base.
- Check Company vans for cleanliness/tidiness.

<b>Skills and Experience</b>		
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<b><i>Please List</i></b>	Essential	Desirable
Experience in supervisory roles, preferably within a relevant industry	✓	
Excellent communication skills, both verbal and written	✓	
Proactive with a high level of accuracy and attention to detail	✓	
Good IT skills	✓	
Highly organised	✓	
SMSTS, CSCS, Forklift and MEWP certification	✓	

<b>Competencies</b>

<b>Mobility Requirements</b> (requirement for national/international travel, overseas assignments)

- Full, clean UK Driving Licence.
- Flexible, and able to travel frequently.

**Additional Comments**

Your role will require extensive travelling within the UK and on occasions international travel will be required which will result in nights away from home, and in order to fulfil your duties overtime and weekend work will be required.

This job description is not intended to be an exhaustive list of duties to be performed by the employee. This job description may be altered to reflect the business needs of the company.

**Prepared by**

Name	
Signature	
Date	
Department	

**Approved by**

Name	
Signature	
Date	
Department	