



UK

## JOB DESCRIPTION

<b>Job Title</b>	<b>Site Manager - Seating</b>
<b>Location</b>	<b>Variable when on Projects and Castle Donington</b>
<b>Reports to</b>	<b>Seating Project/Operations Manager</b>

### Role Objective

Management of site operations, ensuring the delivery within the program 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. Induct personnel.

### Key Responsibilities

- Liaison with Operations.
- Ensure discipline of all site crew
- Site Management of contracts including site visits with or without Operations Manager.
  - Make notes of site details e.g., access, measurements, underground services, ground levels etc.
  - Undertake ground survey scans as necessary
  - Complete Risk Assessments and Method Statements
- Health & Safety considerations/requirements/PPE of for all staff including agency, in accordance with the Risk Assessments, Method Statements
- Managing of sub-contractors for:
  - Safety briefs,
  - Overseeing that they work safely in conjunction with their RAMS.
- Quality control of all on-site activities.
- Reviewing of all site staff against:
  - Compliance with designated working hours.
  - Professional & respectful attitude/behaviour
  - Company policies and procedures
- Be responsible for the contract delivery from start to finish even if not attending site every day.
- Out of hours and emergency cover.
- Deliver site element of each contract to program
- 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 e.g., safety briefings, toolbox talks
- Check for risk assessments, method statements, and relevant procedures are being adhered to.
- Ensure hired plant is checked for damage and off hired when finished with.
- Carry out duties as requested at base as and when required

### Skills and Experience

<b>Please List</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	✓	

### Competencies

### Mobility Requirements (requirement for national/international travel, overseas assignments)

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

### Additional Comments

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