

Job Description

Site Manager



Job Title	Site Manager			
Business Unit	AmcoGiffen Wales & Western			
Position Reports To	Operational:	Site Agent / PM	Functional:	Site Agent / PM
Direct Reports	Foreman ; Supervisors			
Authorised To Liaise With	Client, suppliers, subcontractors, internal departments, regulatory bodies, members of the local community and other stakeholders as necessary to achieve contract objectives.			

Role

The primary purpose of this site based role is to assist with the provision of:

The Site Manager is responsible for the daily management of various asset maintenance and / or project schemes within our portfolio of works.

Key Tasks & Responsibilities

The key tasks of this role include but are not limited to:

- Fulfilling the Site Manager's responsibilities as laid down in the Company's Health & Safety Policy
- Set up site and establishment, including upkeep thereof.
- Day to day management of all site processes – including maintaining accurate contemporary records and submitting weekly returns.
- Supervision of workforce (subcontractors and directly employed)
- Ordering of materials, equipment and small items of plant
- Carry out site inductions for all site personnel and visitors.
- Carry out daily white board briefings
- Communicate RAMS, Task Briefings, Tool Box Talks and Safety Alerts to workforce
- Carry out routine checks and record information in accordance with company procedures
- Liaising with public, local council officials, and Client
- Being the company site representative and ensuring a positive company image is portrayed at all times
- Assisting the project team with change assessments by producing appropriate records on file promptly when requested.

Person Specification

Candidates for this role must be effective team players and should meet the following criteria:

- Proven Track record to undertake the role
- Previous experience of site management within a contracting environment is essential
- Previous experience of working within the Rail sector is advantageous
- Excellent interpersonal and communications skills
- IT literate with intermediate knowledge of MS Word and Excel.
- Experience of working collaboratively with client teams

Educational/Professional Qualifications

Qualified to HNC or NVQ or similar standard within construction site management

CSCS Requirements

Site Management

H&S Requirements

SMSTS, First Aid and Behavioural Safety Training

Any other requirements

Temporary Works Accreditation Desirable

BIM Responsibilities

As per the contract specific BIM Roles and Responsibility Matrix

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AMCO·GIFFEN