

# Site Manager

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**Reporting to:** Contracts Manager

**Role Band:** 4

**Responsible for:** Site delivery team, inclusive of – Foreman, Gangers, Machine operators, operatives and subcontractors.

**Main role:** To manage the successful delivery of a project including overseeing the financial performance.

**Key responsibilities:**

**People:**

- Maintaining a positive and productive working culture by creating a High performing Team
- Performance Management of subordinates
- Training and Developing - identifying training requirements of site operatives and provide feedback to line manager
- Site management - Maintaining a good working environment on site, to encourage feedback and ideas from all personnel on site and instil a good work ethic.
- Health & Safety - Carry out works in a safe manner with minimal risk to human health. Ensure your site(s) run to the highest possible safety standards in line with current legislation and regulations.

**Planet:**

- Promote the ethos and image of Land and Water Services
- Ensure all environmental legislation is followed
- Carryout works with a minimal impact to the environment
- Consider environmental impact and sustainability with procurement decisions
- Ensure that all waste material generated is disposed of in accordance with the SWMP and Waste Management Licensing Regulations, or that a suitable exemption is in place. Ensure that the correct transfer tickets are used and that a record of all waste movements is kept.
- Ensure the environmental security of projects and sites

**Profit:**

- Compile Budget with DBM & QS
- Recording Costs
- Understand the contract programme, the critical path operations and the critical deliveries.
- Expenditure sign off limit of £10,000
- Timely and best buying of materials and resources – procurement schedule
- Understand the responsibilities of subcontractors and ensure that they are managed effectively
- Plan works ahead and have contingency plans in place – non delivery of materials/bad weather etc.
- Understand the contract document, i.e. the form of contract, LADs, special conditions, the specification and the method of measurement.
- Be able to recognise works that are not within the original contract scope and notify the DBM/QS or Client. Maintain a VO/CE register on site
- Record all costs associated with these VO/CEs
- Carry out the works within budget and programme to maximise profit whilst maintaining H&S, specification and managing the client's expectations
- Ensure applications are submitted on time and agreed in-line with contract documents
- Quality Control - Ensure that LAWS procedures are followed at all times
- Security – ensure the highest standards are maintained to minimise loss and vandalism

**Behavioural:**

- **Passion & Excellence:** - pursue a can do attitude; being proactive and owning your work. Challenge the status quo and love what you do
- **Respect** – be aware of your impact on others; value openness and carefully listen to the review of others. Respect your colleagues, self and environment. Look after the tools of your trade.
- **Collaboration** – work together to achieve a common goal
- **Empathy** – demonstrate a caring approach to your colleagues, customers and self
- **Honesty & Integrity** – when something goes wrong – own it! Learn from mistakes and avoid it happening again.