

## **Works Manager Job description**

### **Reporting to: Project Manager, Contracts Manager**

Role Band: 4 (site manager equivalent)

**Responsible for:** Operational site delivery teams, inclusive of – Foreman, Gangers, Machine operators, operatives and subcontractors.

**Main role:** To manage the successful operational delivery of a project including the management of all site resources (plant & labour) to ensure efficient and effective delivery.

#### **Key responsibilities:**

##### **People:**

1. Maintaining a positive and productive working culture by creating a Highperforming Team
2. Mentoring and coaching of subordinates
3. Training and Developing - identifying training requirements of site operatives and provide feedback to line manager
4. 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.
5. 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:**

1. Promote the ethos and image of Land and Water Services
2. Ensure all environmental legislation is followed
3. Carryout works with a minimal impact to the environment
4. Consider environmental impact and sustainability with procurement decisions
5. 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.
6. Ensure the environmental security of projects and sites

**Profit:**

1. Manage the efficient and effective deployment of all resources on the project to ensure efficient and effective delivery
2. Manage the plant and labour resources to minimise waste and maximise efficiency and profitability
3. Contribute to the development of the budget with the project manager, site manager and QS
4. Recording Costs
5. Understand the contract programme, the critical path operations and the critical deliveries.
6. Timely and best buying of materials and resources – contributing to the development of the procurement schedule
7. Understand the responsibilities of subcontractors and ensure that they are managed effectively
8. Plan works ahead and have contingency plans in place – non delivery of materials/bad weather etc.
9. Understand the contract document, i.e. the form of contract, LADs, special conditions, the specification and the method of measurement.
10. 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
11. Assist with the development of all costs associated with these VO/CEs
12. Carry out the works within budget and programme to maximise profit whilst maintaining H&S, specification and managing the client's expectations
13. Quality Control - Ensure that LAWS procedures are followed at all times
14. Security – ensure the highest standards are maintained to minimise loss and vandalism.

**Behavioural:**

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

