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| **Job Title:** | **ASSISTANT SITE MANAGER**  |
| **Business:** | **Taylor Wimpey South East** |
| **Location:** | **Kent** |
| **Reports to:** | **Site Manager** |
| **Direct Reports:** | **Sub Contractors/Customers/Office Team/ Site Operatives**  |  |
| **Main Interfaces** | Site Manager, Site Operatives, Customers, Sales Executive, Sub contractors |  |

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| **Overall Purpose** |
| To efficiently manage the field operations including controlling sub contractors day to day operations and ensuring that material supplies are available in conjunction with the Site Manager. Managing quality standards to meet customer expectations.Assist the Site Manager in the planning and programming of site activities ensuring the work is completed in a safe manner. Deputise for the Site Manager when necessary. |

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| **Key Activities** |
| **Organisation and Control of labour and sub contractors** |
| * Completion of weekly planning sheets to ensure the overall build programme is met.
* Provide direction to individual contractors and contractors management to ensure quality standards are met.
* Resolve any conflicts that may occur between operations.
* Co-ordinate with the Site Manager to ensure the availability of materials to meet the construction programme.
* Maintain daily diary to record site events and requirements.
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| **Health, Safety and Environment** |
| * Undertake a site safety induction for all new site personnel.
* Ensure all site personnel comply with the Construction Health and Safety Regulations 1974 as amended together with the Taylor Wimpey Health and Safety Procedures Manual.
* Completion of all statutory forms on a weekly basis.
* Carry out frequent inspection of all operations to ensure they are carried out in a safe manner.
* Ensure all operatives are working to the method statements and risk assessments submitted by the relevant sub contractors or Taylor Wimpey management.
* Comply with the site specific environmental action plan requirements.
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| **Sales**  |
| * Liaise on a daily basis with the sales executive regarding customer options and variations.
* Liaise with the sales executive, buying department and sub contractors regarding the supply and installation of customer choices.
* Co-ordinating with the sales executive the resolution of customer issues.
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| **Site Inspection** |
| * Plan and arrange visits of National House Builders Council inspection to carry out stage inspections.
* Plan and arrange with Local Authority statutory services to carry out stage inspections.
* Accompany inspectors during the course of their visits.
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| **Customer Care** |
| * Assist the site manager with the introduction of the customer to their new home at the familiarisation visit ensuring that any defects are identified and resolved.
* Ensure that at legal completion the house is defect free, clean and ready for occupation.
* Assist the site manager in regular visits to customers post legal completion to ensure the customers satisfaction with their new home.
* Assist the site manager to resolve any concerns or defects identified by the customer.
* Carry out with Site Manager Customer 7028 day inspection.
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| **Quality Control** |
| * Assist the site manager in the management of the quality of work carried out by the sub contractors and materials supplied by the manufacturers.
* Undertake regular inspection of each property during each stage of the build process and complete “snagging lists”.
* Issue defect sheets to relevant trades.
* Ensure all contractors work to issued drawings, company specification and trade conditions/scope of works.
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| **Site Presentation** |
| * Assist the site manager applying Company operating framework franchise rules in respect of street scene etc.
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| **Control of Work** |
| * Ensure that requisite waste disposal skips and tip skips are available.
* Ensure that sub contractors and direct labour separate waste in accordance with Company procedures in skips provided.
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| **Key Competences** |
| * Team commitment.
* Concerns for standards.
* Self control.
* Customer focus.
* Organising.
* Perseverance
* Attention to detail

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| **Key Experience** |

**If you would like to be considered for the role please send your CV to Justin Hesketh, Production Director on** **justin.hesketh@taylorwimpey.com** **by Monday 15th May 2015.**