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| Job Title: | SITE MANAGER |
| **Business:** | **South Wales** |
| **Location:** | **South Wales** |
| **Reports to:** | **Production Manager, Production Director** |
| **Direct Reports:** | **Assistant Site Manager, Direct Labour** |
| **Main Interfaces** | Customers, Other Departments, Statutory Inspectors, Suppliers, Sub Contractors, Service Companies. |

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| Overall Purpose |
| To ensure that the construction operation is managed in order to deliver defect free homes, on time, within budget, safely and to our customer’s satisfaction. |

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| Key Activities |
| Pre Planning |
| * Produce a detailed method statement for the development, ie compound position, material storage areas, spoil heaps, highway constraints, phased traffic management plan and pedestrian access plan. * Assist the Production Manager in creating the site programme to meet budgeted objectives. * Produce detailed roads and sewers, services and enabling works programme. * Evaluate the accuracy of all relevant information as applicable and procure amendments as necessary. * Determine plant, equipment and personnel requirements in conjunction with Production Manager, sub contractors and suppliers. * Assess material delivery times in relation to build programme requirements and pass to commercial department. * Develop specific build programme for show area complex to meet accelerated build programme. |

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| Monitoring and reporting |
| * Completion of weekly management reports detailing progress against planned objectives and action taken to recover lost time. * Produce a site build programme, in conjunction with the Production Director, and monitor progress against it. * Record progress using site based computer systems. |

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| Health, Safety and Environment |
| * Assist the technical department in the production of the pre start health and safety plan and update and develop as the site proceeds. * Undertake a site safety induction of all new site personnel. * Ensure all site personnel comply with the Construction Health & Safety Regulations 1974 as amended together with the Taylor Wimpey Health and Safety procedures manual. * Ensure all operatives have the necessary certification/licence to carry out the duties they are required to perform. * Completion of all statutory safety forms on a weekly basis. * Inspect 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 contractor or Taylor Wimpey Management. * Ensure site boundaries, access points, offices and buildings are secure at the end of each day. * Check and monitor all sub contractors’ site specific Method Statements, Risk Assessments and COSHH reports. * Hold regular contractors meetings as per the procedures manual. |
| Planning |
| * Monitor and update master plan on a weekly basis. * Produce, in conjunction with the assistant site manager, trade specific weekly programmes. * Liaise with the materials controller (where applicable) or personally arrange on a daily basis to ensure material deliveries are in accordance with the build programme. |

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| Quality Control |
| * Take responsibility for the quality of work produced by the sub contractors, setting standards and maintaining them. * Ensure materials supplied by the manufacturers meet the required standards. * Issue defect sheets to relevant trades. * Ensure all contractors work to issued drawings, company specification and trade conditions/scope of works. * Ensure regular inspection of each property with snag sheets completed and issued to relevant trades. * Carry out random property inspections to ensure quality standards are being maintained. |

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| Site Presentation |
| * Maintain Company standards and corporate identity in respect of street scene, signage etc. |

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| Control of Waste |
| * 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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| Sales |
| * Hold and record weekly meetings with the sales executive. * 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-ordinate with the sales executive the resolution of customer issues. * Ensure that Showhome internal/external maintenance work is carried out when necessary. |

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| Site Inspections |
| * Plan and arrange visits of Building Inspectors and warranty providers for stage inspections. * Plan and arrange with Local Authority officers and statutory undertakers to carry out stage inspections. * Accompany inspectors during the course of their visits. |

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| Customer Care |
| * Manage the Customer Journey, in conjunction with the sale executive, in accordance with Company procedures. * Be responsible for ensuring all meetings and handovers are conducted with the purchaser correctly, on time and professionally. |
| Key competences |
| * Customer focus. * Decision making. * Planning and programming. * Organising. * Building team spirit. * Problem solving. * Business awareness. * Leadership. |

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| Key Experience |
| * Detailed building and construction experience. * Knowledge of health, safety and environmental legislation. * Management of people. * Cost controls (working to site budgets). |

If you would like to be considered for this role, please send your CV to Pat Williams ([patricia.williams@taylorwimpey.com](mailto:patricia.williams@taylorwimpey.com)) by 10th April 2015.