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