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| Job Title: | SITE MANAGER |
| **Business:** | **Taylor Wimpey West Midlands** |
| **Location:** | **Sites within the West Midlands area** |
| **Reports to:** | **Production Director, Production Manager** |
| **Direct Reports:** | **Assistant Site Manager** |
| **Main Interfaces** | Assistant Site Manager, Site Operatives, Customers, Sales Executive, Sub-Contractors, Members of the Management Team, Regional Office Staff |  |

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| Overall Purpose |
| To ensure that the construction operation is managed in order to deliver, build on time, defect free homes, within cost parameters, safely and to our customer 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.
* Assist the Production Director in the production of the site programme to meet budgeted objectives.
* Produce detailed roads and sewers, show area and enabling works programme.
* Evaluate the accuracy of relevant information for development, technical and sales departments and external agencies if applicable.
* Determine plant, equipment and personnel requirements in conjunction with the technical departments.
* Assess material delivery times in relation to build programme requirements and pass to technical 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, in conjunction with the Production Director, and monitor progress against site build programme.
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| Health, Safety and Environment |
| * Assist the development 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 procedure 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.
* 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-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 Assessment 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 on a daily basis to ensure material deliveries are in accordance with the build programme.
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| Quality Control |
| * Establish the quality of work required and assist the Assistant Site Manager in the management of the work carried out by the sub-contractors and materials supplied by the manufacturers to meet those 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 by Assistant Site Manager and snagging 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 |
| * Manage the application of Company franchise rules in respect of street scene 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 weekly meetings with the Sales Executive and complete the standard pro forma detailing events and activities.
* Liaise on a daily basis with the Sales Executive regarding customer options and variations.
* Liaise with the Sales Executive, buying department and sub-contractor regarding the supply and installation of customer choices.
* Co-ordinate with the Sales Executive the resolution of customer issues.
* Ensure that Show Home internal/external maintenance work is carried out on a weekly basis.
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| Site Inspections |
| * Plan and arrange visits by the National House Builders Council Inspectors 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 Assistant Site Manager with the introduction of the customer to their new home at the familiarisation visit ensuring that any deficits are identified and resolved.
* Ensure that at legal completion the house is defect free, clean and ready for occupation.
* Assist the Assistant Site Manager in regular visits to customer post legal completion to ensure the customers satisfaction with their new home.
* Assist the Assistant Site Manager to resolve any concerns or defects identified by the customer.
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| Key competences |
| * Building team spirit.
* Problem solving.
* Business awareness.
* Customer focus.
* Decision making.
* Leadership.
* Organising.
* Planning.
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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).
* Trade background.
* CSCS card – Site Management.
* First Aid qualified.
* Computer literate.
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If you would like to be considered for this role, please send your CV and covering letter to jacky.barnes@taylorwimpey.com no later than Friday, 10 April 2015.