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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. |

If you would like to be considered for this role, please send your CV and covering letter to [jacky.barnes@taylorwimpey.com](mailto:jacky.barnes@taylorwimpey.com) no later than Friday, 10 April 2015.