



Job Title: Site Manager

We are seeking a motivated Site Manager to prepare sites prior to the commencement of construction work, plan projects and ensure that they meet agreed specifications budgets, and monitor the progress of a project and report back to the client or client's representatives, ensure the safety of the team and site workers and troubleshoot any issues that may arise.

Key Responsibilities:

- Planning the long term (total project duration), medium term (monthly) and short term (weekly) resources and activities of project managed through collaboration with Project Director/Manager to ensure that the project is successfully delivered on program, within costs and to the required levels of Client satisfaction.
- Monitoring, reviewing, and managing the progress of all projects on a daily and weekly basis to ensure that interim program dates are achieved, contractual matters are identified and resolved and that costs are controlled on the project.
- Recording, monitoring, and reviewing progress to date and the actions required to facilitate completion of the contract works, discussing all matters with the Project Director/Manager before discussing with the Main Contractor.
- Managing any sub-contractors required to complete sub-contract project works on-site addressing matters such progress, H&S issues, QA procedures and generally manage their works dealing with daily matters as and when they arise.
- Implementing and maintaining the project QA regime that ensures the quality of all installed components and products on-site inclusive of a system of recording inspections, implementing, and recording remedial measures and demonstrating compliance with Company Procedures (ISO 9001 Accreditation required) and Project Specification requirements e.g., on-site testing, inspection hold points, etc.
- Overseeing, monitoring, managing, and responding to The Health, Safety and Welfare of all employees, visitors, and the public with respect to the project inclusive of all site facilities, activities, equipment, the provision and enforcement of PPE, Safe Methods of Work and the safe planning and organising of the Works.
- Reporting to Project Director/Manager, Contracts Director, and Office Manager all accidents on-site, dangerous occurrences and near misses as well as matters concerning The Health, Safety and Welfare of employees, site colleagues, visitors, and members of the public, etc.

Deliverables include:

- Inducting and ensuring that all site personnel prior to walking on to site have been inducted by M Price as well as the Main Contractor and are sufficiently competent to conduct themselves safely on-site and without risk to others.
- Recording on a daily basis key site matters arising, the attendance of all M Price site personnel, the status of access and general attendances, weather conditions, works



completed by M Price and the general status of the Main Contractor's and other sub-contractors works and progress as well as all other relevant and significant events.

- The completion of the on-site Accident Book, clearly and completely in the event of an accident, as well as the immediate notification of the relevant Project Director/Manager and Contracts Director of the accident.
- Booking-in and out all site personnel on a daily basis and noting timekeeping and attendance, etc.

Required Professional Competencies:

- **Leading the organization:** managing change, managing politics, and influencing others, taking risks and innovating
- **Setting vision and strategy:** understanding and navigating the organization
- **Technical skills:** proven skills in working with Office software (Word, Excel, Outlook, PPS, OS); Value-added technical or business skills
- **Planning and organizing:** orchestrates and implements clear, efficient and logical approach to work and manages assignments, objectives and time; gives priority to service-affecting problems.
- **Management of Time and Priority Setting:** manage both one's time as well as others'; demonstrates self-discipline, controlling interruptions by molding the behavior of others who have varying priorities, and being time-effective and time-efficient.
- **Attention to detail:** ensures quality in work delivered; has a critical eye on his/her work.
- **Thinking Clearly and Analytically:** determining valid premises arriving at logical conclusions from them, separating fact from hearsay, unwarranted assumption, and false inferences, applying inductive and deductive logic appropriately, culling of logical fallacies, invalid premises and conclusions based on insufficient information.
- **Problem solving:** Identify barriers that prevent achieving goals and standards. Involves the application of systematic sets of procedures to eliminate and reduce the problem origins and causes. Distinguishes between problems, symptoms and indicators, inputs, and outcomes, gathering and assessing evidence relating to causes and plotting a decision matrix and eventually choosing and recommending the best options.; is direct and assertive.

Please apply by sending your CV at: recruitment@mprice.co.uk before May 6th, 2021.