

# Job Description

## Site Manager

### Reports to

Project Manager/Contracts Manager

### Direct and Indirect Reports

Sub Agent/Foreman/Supervisor

#### Our Mackley Mission

“To be nationally recognised as an innovative leader throughout the civil engineering and construction industry through sustainable growth”

#### Our Vision and Values

- **Professionalism:** Our technical expertise enables us to deliver quality projects safely, on time & at realistic cost. We are recognised for our professionalism; quality, honesty, integrity, safe working, reliability, and consideration to the environment as an established company.
- **Teamwork:** We build effective conscientious teams with, approachability, trust, loyalty and respect for others.
- **Relationships:** We maintain and develop relationships with excellent communication, caring for others, and approachability throughout our business.
- **Leadership:** We pride ourselves on our reputation as a leader of considerate problem solving and the continuous achievement of success is our unrivaled reward.
- **Innovation:** We are an innovative leader, adding value, being creative in problem solving and meeting the challenge. We expect these behaviors of each other.

### Job Purpose

The Site Manager will take overall responsibility for the day-to-day operational success of a project from award of contract to end of maintenance period. This is a leadership role with daily challenges. Leadership is by example and Site Managers are in influential positions. They are the company’s representatives. The Site Manager will plan and communicate what is to happen and how, as well as reviewing what has happened and why.

### Accountability

#### Quality

- Work to and within the Mackley Integrated Management System, company procedures, policies and regularly communicate with your line manager.
- Taking responsibility for a contract at handover from the estimator.
- Ongoing advance planning and resourcing the project to avoid surprises.
- Maintain an up to date and relevant programme, clearly superseding all previous programmes.
- Maintain /manage site records including those by other site personnel.
- Completion of Project Close-Out reports.
- Develop and review regularly method statements and risk assessments.
- Review and ensure the relevant company procedures are complied with.

#### Health, Safety & Environment

- Set up and maintain a safe, clean, tidy workplace.
- Ensure all HSE legislation and site rules are followed. Ensure sufficient clean, spare PPE for immediate issue to people found not to be properly equipped.
- Develop and update the Health and Safety, Environmental and Quality Plans, Waste Management plan, Carbon Calculator and Materials Management Plan in consultation with the Project / Contracts Manager.
- Promote safe environmental and quality culture and record achievements, this will include preparing and presenting site inductions to all personnel and other periodic toolbox talks, training.
- Inform the Training Assistant/Contracts Manager of any training needs of operatives.

#### Stakeholders & Communication

- Regular client communication on all of the projects and public relations. Meetings, progress reports and programmes, checking work, inspections and testing.
- Engage local labour, when required.
- Chair daily/weekly briefing and review meetings to ensure all on site understand what is to be done by when and what can be improved upon and learned from.
- As required, attend training sessions, conferences & meetings in line with our commitment to Investors in People.

**Productivity**

- Timely Procurement and requisitioning of materials and sub-contractors.
- Attend to any timesheet or delivery ticket irregularities or inaccuracies raised by the Foreman.
- Diary, daily, weekly, monthly and other records/reporting as per company procedures, record costs and wastages.
- Valuations and final account, reports, day work.
- Produce Monthly report and updated programme.
- Reporting to line manager (Contracts Manager) & other management staff – (O-H, Env, QMS, PQS)

**Leadership**

- Manage your team & delegating suitable responsibilities to team members. Sharing knowledge & training as required. Promote effective inter-team working across all functional departments.
- Overall management of labour, internally and externally hired plant, Subcontractors orders and payment, Site measurement. Hired Labour, Management of personnel.
- Monitor the morale & motivation of the team. Communicate the company objectives & maintain regular information sharing relevant to the team.
- Promote a culture of integration, continuous improvement and use of best practice.
- Develops a high performing team that deliver the task to a high standard.
- Dealing with performance issues and training needs in accordance with the company HR procedures.
- Supporting staff to take ownership of their own development & training & promote a culture of openness and honesty.
- Monitor performance standards & manage expectations. Manage rewards, awards, grievance & disciplinary matters.
- Maintain regular 1-2-1's with staff discussing & agreeing company & personal objectives & goals – e.g. Personal Development reviews.
- Define changing skill requirements for the team, recruit, coach & mentor to enhance knowledge, skills & behaviours.

**Key Result Areas**

- **Time/efficiency** – Plan and deliver results to the agreed programme and timescales.
- **Client relationship** – Be an ambassador for the company & maintaining satisfied clients.
- **Quality** – Promote a 'right 1<sup>st</sup> time' approach to the delivery of agreed specifications and standards.
- **Performance Management** – Continuously identify measures & monitor performance of the team.
- **Development & Mentoring** – Develop & mentor staff to enhance performance & achieve career goals.
- **Leadership** – Be positive and lead by example. Embrace company objectives and deliver department goals.

**Person Specification**

**Qualifications**

- HND or HNC in Civil Engineering or NVQ Level 5 or 6 in Construction Site Management
- BSC in Construction Management, Structural Engineering or Civil Engineering (desirable)

**Training**

- Leadership training
- Site Safety Plus – Site Management Safety Training Scheme (SMSTS)
- CSCS Manager/Academically Qualified card
- Driving License

**Skills & knowledge**

- Ability to balance workload and organise work
- Knowledge of compliance with health, safety & environmental legislation
- People management skills with the ability to build effective working relationships
- Effective influencing & communication skills
- A logical, organised and understanding individual who can deal with responsibility and make responsible decisions
- A natural forward planner who is comfortable communicating with their colleagues & external companies
- Able to work at high concentration levels, under pressure & maintain quality standards
- Networking & building positive relationships
- Knowledge of basic plant, equipment & materials
- Knowledge of labour costs and employment legislation

**Experience**

- Proven successful experience in Civil Engineering and construction including site management capacity
- Proven experience within a construction site environment

- Experience of managing project/site programme & progress & improvement. (desirable)
- Experience of managing multi-skilled teams, establishing performance expectations & managing performance
- Experience of training, mentoring & coaching direct reports

**Personal qualities**

- Resilient & coping with the pressure of demanding targets & tight deadlines
- Maturity of judgement
- Enthusiastic, self-motivated & results focused
- Integrity
- Sound decision maker
- Ability to use initiative & make recommendations for change
- Diligent
- Flexible & adaptable
- Is motivated to drive self-development using all available resources to achieve success
- A team player who can enjoy a challenge

**Technology skills**

- IT Microsoft Office skills (including Outlook, Word, Excel, PowerPoint & Access)
- Microsoft Project
- Business Collaborator (desirable)

**Relationships**

<i>Internal</i>	<i>External</i>
Foreman/Supervisor	Members of the public
Contracts Manager/Project Manager	Subcontractors
Works Manager	
Operations Manager	

**Additional information**

You will be expected to work and travel to various Mackley sites throughout the UK.

The Company may, from time to time, require you to undertake duties other than those outlined in this job description and/or to undertake work in other departments/sites to meet customer demands. Any changes to this job description will be discussed and agreed with you.