



Job Title:	Site Manager
Business:	Prestoplan
Division:	Construction
Reports to:	Construction Manager
Direct Reports:	Sub-contractor Erectors
Job Level	M2
Main Interfaces	Sub-contractor Erectors, TW Site Management teams, 3 rd Party Clients Site Management teams

Overall Purpose

To take responsibility for sites under their control and to liaise with Prestoplan Construction Manager, client site management teams and erectors to ensure all projects are completed efficiently and to programme

Key Activities

- Attend pre-order meetings with Sales and Client as required
- Attend regional Project Team meetings
- Advise Construction Manager of design/construction issues and communicate with the client to determine the site start date and route of build, phasing etc.
- Quality inspection of the Timber Frame Structure
- Hand over sheet to client as the formal completion of our works
- Resolve erector/Client disputes
- Consider and propose solutions to construction problems/issues
- Issue Site Instructions for any works that fall outside the erectors scope of works
- Where appropriate obtain Site Instructions from the client
- Weekly progress reports to the Construction Manager
- Advise Construction Manager on shortage, indicating reason
- Advise scheduling department on material shortages immediately indicating reason
- Inform the Construction Manager of any potential budget/financial issues
- Maintain daily Site Progress Report, which includes build status, labour levels, site/delivery delays and weather conditions (if affecting the Programme)
- Confirm any Programme changes immediately to the Construction Manager
- Advise Construction Manager of any access/delivery restrictions and confirm the Site details/restrictions

Health & Safety

- Responsible for implementation of the Company Health and Safety Policy throughout the sites under their control
- Ensuring that sub-contract erectors follow safe systems of working as outlined in the Method Statement
- Liaise closely with Construction Manager where necessary.
- Set a personal example



Experience & Qualifications
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Experience

- Site Management Experience within timber frame industry
- Can demonstrate working knowledge of current health and safety legislation on construction sites
- Carpentry trade background preferable

Qualifications

- Current construction related CSCS card
- Site Manager Safety Training Scheme
- Current CPCS card (preferred but not essential)

Key Competencies

Teamwork

To work along side the Senior Site/Construction and Construction Manager to ensure a good working relationship in delivering to the customer the project on time and to budget.

Communication

Ability to communicate effectively both verbally and in writing.

Personal Drive

To meet and exceed expectations – with commitment and integrity. To maintain self-motivation, flexibility and co-operation.

Customer Focus (Internal & External)

Provide excellent customer service to all levels by responding to the business requirement.

Innovation

Provide innovative idea's, inputs to continually improve the processes/business.

Leadership

To motivate and communicate objectives to our erectors.

Technical Innovation / I.T.

Ability to communicate ideas clearly.