Site Manager Job Description (Quote Ref: ARJ-SM)

**Company Overview:**

Formed in 1991 in Stevenage, ARJ Construction is an established Main Contractor who have a reputation for delivering excellence and expertise over an established client base throughout the South East. Our key sectors include education, healthcare, commercial, heritage and residential; often working within ‘live’ operational environments. Typical project values range from £500K to £25 million, contributing to an expected turnover of £80 million within this financial year.

Our success has been based around building and maintaining strong client relationships, with a focus on partnering and collaboration. As a result, approximately 70% of our business is with repeat clients or consultant teams.

**Role Overview:**

An opportunity for an experienced Site Manager has become available due to the growth of the business and will be based onsite working on one of our key projects in London and surrounding areas. This role offers the opportunity to grow and develop your career within a successful, progressive organisation and a competitive salary based on experience.

Responsible for overseeing and managing effectively, all aspects of any one project at any one time with a sales value of up to £5.0 million in total.

**Duties include:**

* Assist with the promotion, management and development of all site/office procedures and successfully achieve company, team and individual goals and objectives
* Work closely with the Office or Site based Project Management, Commercial resource and sub-contractors assigned to the Project to ensure the successful handover to the Client of a value for money product whilst at the same time ensuring that the Company achieves a margin of profit that is satisfactory considering the circumstances of the securing of the project
* Maintain daily contact with all relevant site and office based personnel
* Take responsibility for overall control and management of all subcontractors, suppliers, Site Managers and directly employed labour associated with the Project at Site level
* Take overall responsibility and control of installation works from the pre-start stages through to closure of all snagging and defects, approving quality and quantity of work, commissioning and handing-over
* Be capable of working unsupervised and regularly reporting to your line manager on a ‘by exception’ basis
* Assist fellow Site Managers with their workloads
* Ensure all aspects of customer care, health and safety and welfare arrangements are implemented and documented
* Seek advice from senior members of staff at the earliest opportunity on issues that may affect the reputation of the Company
* Maintain client contact at all times in a professional and friendly manner
* Ensure all projects are completed on time, and within cost allowances
* Read, understand and fully implement the company Safety, Health & Environmental Policy and Procedures at all times
* Ensure that all activities relevant to the project delivery are undertaken in accordance with the QA system, DLM procedures and Client specific procedures
* Maintain the highest level of commercial confidentiality in all aspects of employment
* Be fully aware of all technical and legislative matters and developments affecting and influencing the delivery of construction projects
* Strive for continuous improvement at all times in relation to Safety, Health & Environment, Product Quality, Project Delivery (programme), Project Cost (profit) and Client Relationships
* Co-ordinate the delivery of materials in accordance with the project programme and site logistics
* Liaise closely with all members of the design team, Client side and those employed by ARJ, raising RFIs as required in order to fully understand the design intent and ensure buildability is achievable
* Setup sites including the Contractor’s compound area, site hoardings, site signage, storage containers/areas, office and welfare cabins/areas and management/logistical controls
* Ensure all construction activity proceeds in accordance with the relevant design drawings, specifications, programmes, quality and Health & Safety standards (including those bespoke to particular Clients)
* Chair or attend regular site meetings with design professionals, subcontractor Foremen/Project Managers, and the Client as and when required. Document the meetings and issue minutes/notes/actions accordingly (NB main progress meetings and key Client meetings to be chaired by the Project Manager)
* Organise, plan and manage weekly work activities. Ensuring the project runs to programme and always attempt to find solutions to problems that may cause delays, i.e. late arrival of materials, lack of labour resource, design discrepancies; quality of work, incorrect specification
* Maintain strict quality control procedures including regular testing of materials, visual inspections of work, and frequent tours of the site to assess and report upon quality of installation. Document all snagging and defects continuously and ensure that these are closed out on an ongoing basis
* Conduct daily site safety checks in accordance with the Company H&S Policy and Procedures. Ensure any discrepancies found are corrected as soon as possible
* Understand and comply with contractual obligations for each project in relation to site activities, inspections, progress reporting, and sub-contractor management etc
* Manage all administration tasks generated on site, and in particular the compilation of risk assessments, method statements, completion of safety records, minutes of meetings, emails, programmes, snagging schedules, material or labour requisites, issue of RFIs and CVIs etc
* Fully record and document any deviations from the planned work/specification that constitute a variation to the contract. This should apply both downstream to the Supply Chain and upstream to the Client Team. Use company documentation to record such variations and ensure the Project Cost Manager is kept fully informed of the same on a weekly basis
* Prior to commencement of the works assist with/manage the preparation of the site and construction information/documentation to be kept on site
* At all times be aware of project risks and manage them accordingly to ensure the risks to the business as a whole are reduced to acceptable levels
* Be pro-active in obtaining design information within required time-scales for production work
* Ensure all supplier and subcontractors undertake risk assessments, and establish, demonstrate and maintain safe systems of work
* Confirm with all subcontractors and Suppliers that all relevant construction information and order cover required to commence works has been received and understood
* Maintain and regularly update the Project Programme and issue to all relating to the project, including measurement of actual against planned progress

**Ongoing requirements:**

* Satisfactorily complete a CSCS Test and maintain ownership of a CSCS Card by taking update tests as and when required
* Satisfactorily complete a 4 day St John Ambulance First Aid Course and maintain your first aid qualification thereafter, taking update courses as and when required
* Satisfactorily complete a 5 day CITB SMSTS Course and maintain the qualification by taking an update course as and when required

**Package:**

ARJ Construction recognise and appreciate the hard work and commitment of our staff. Accordingly, the successful candidate will enjoy a competitive salary, based on experience. In addition, we offer:

* 21 days annual holiday, plus 3 days over Christmas and all statutory holidays
* Auto-enrolled pension scheme
* Free daily parking at our Head Office
* Laptop, use of company vehicle and mobile telephone
* Free fruit and refreshments when at Head Office

**To apply:**

Please email your updated CV to our in-house recruiter at [recruitment@arj.co.uk](mailto:recruitment@arj.co.uk), including details of your interest and suitability for this position. Please quote Ref: **ARJ-SM** on all correspondence.

Postal applications can also be sent to:

F.A.O: Sam Carroll – In-House Recruiter ARJ Construction Ltd, Bedford House, Meadway Technology Park, Rutherford Close, Stevenage, Hertfordshire SG1 2EF

**We aim to reply to all applicants within 5 days of your application.**

**ARJ Construction Ltd are an equal opportunities employer.**

**Strictly No Agencies without express invitation - we have a PSL in place that is not up for review until December 2018.**