



TRAINEE SITE MANAGER

JOB DESCRIPTION

Job title	Trainee Site Manager
Department	Construction
Responsible to	Site Manager, Contracts Manager, Construction Director

POSITION SUMMARY

It is the Trainee Site Manager's responsibility to assist the Site Manager in his duties outlined in the following description to ensure the safe running of the site, whilst learning from the experience to progress his own knowledge and potential progress within the Company.

We have a complete trainee programme in place where you can shadow our experienced managers and get a college-based qualification under your belt. You will also gain an understanding of other trades and roles within the business to prepare you for managing your very own site.

KEY WORKING RELATIONSHIPS

Construction Director, Contracts Manager, Site Manager, Assistant Site Manager, Apprentice Master, Sub-Contractors, Suppliers, H & S Consultants, Customers, Customer Care Team.

MAIN DUTIES

1. To shadow other site workers to gain an awareness of all site based activities.
2. To complete a period of secondment to other departments such as commercial, design and technical and sales to gain a greater understanding of the whole house building process.
3. To ensure that all houses/flats are produced to a consistently high standard of quality, so as to comply in all respects with specific regulators.
4. To ensure that any customer complaints during the production cycle are promptly and properly investigated and the appropriate action is taken.
5. To ensure that the resources of labour and materials at their disposal are properly co-ordinated.
6. To recruit as requested a number of directly employed operatives or labour only sub-contractors as shall be necessary to enable the production objectives of the site.
7. To participate in the selection of labour and materials sub-contractors who will be working on their site and liaising with them throughout.
8. To reasonably check that the setting out and levels of all houses to be constructed on the development accord with the drawings provided or if variances are thought necessary then they are agreed with the engineer/planner/Contracts Manager/Construction Director and adequately recorded.
9. To co-ordinate labour and materials to meet the production programme and in particular to maintain the optimum level of materials on site consistent with the labour force being fully and effectively employed and the agreed production programme being met.
10. To monitor the output of all persons working on site and sign off payment for work completed to the required standards of quality.
11. To initiate all inspections by the Local Building Inspector or the NHBC under the Building Regulations and to attend inspections of the site.

12. To supervise and inspect all road and sewer construction on the site.
13. To organise the connection of all services in good time so as not to delay occupations.
14. To carry out pre-completion inspections of houses on the development with the purchasers thereof and to record any outstanding work in writing over the signature of the purchaser.
15. To ensure compliance with all Health and Safety and other relevant legislation and, on the occasion of any visit to the site, to accompany such person in the inspection of the site.
16. To attend and participate fully in such meetings as may be called by or with the support of the Contracts Manager and in particular pre-start meetings and quarterly/monthly Site Managers Meetings
17. To ensure that all reasonable requests from the Company's Sales Staff in connection with the preparation and maintenance of Show Homes are accommodated as soon as possible.
18. To give assistance to the Customer Care Manager for all works necessary in completing maintenance in a professional and efficient manner, strictly adhering to date and appointments agreed by the Customer Care Manager.
19. Attending meetings that may be necessary in the performance of your duties.
20. Complying with and uphold company policies and procedures.
21. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.