



ROAD & ESTATES ADOPTIONS MANAGER

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Road & Estates Adoptions Manager
Department	Design & Technical
Responsible to	Design & Technical Director

POSITION SUMMARY

To arrange and carry out the maintenance and adoptions of roads, sewers and public open spaces to the satisfaction of the undertaking authorities on current and historic Bloor Homes sites.

KEY WORKING RELATIONSHIPS

Design & Technical Director, Contracts Managers, Site Managers, Sub-Contractors, Commercial Department, Land Directors, Construction Director and Regional Finance Director.

MAIN DUTIES

1. Liaising with the Land Department in relation to obtaining existing service records.
2. Liaising with the Commercial Department, tendering, analysing costs and placing orders.
3. Liaising with Site Managers/Contractors.
4. Liaising with statutory authorities and planning/highway departments as required, achieving the adoption of areas/apparatus (section 104/38/185/etc) in the shortest possible time and monitoring the quality of work as required.
5. Ensuring all sub-contract labour complies with Bloor Homes Health & Safety policies at all times, managing their performance and quality of work accordingly.
6. Liaising with the Commercial Director and Regional Finance Director regarding legal responsibilities and actual handover and adoption of section agreements.
7. Liaising with Site Managers and contractors on initial road and sewer work, ensuring all works are on maintenance prior to Site Management leaving a completed site.
8. Ensuring the completion of all relevant paperwork from receipt of instruction through to adoption of works.
9. Looking after 'open space'.
10. Dealing with management companies.
11. Keeping accurate records of all costs incurred and liaising with the Commercial Department as appropriate.
12. Attending meetings that may be necessary in the performance of your duties.
13. Complying with and uphold company policies and procedures.
14. 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.