



## MAINTENANCE AND SMALL WORKS SITE MANAGER - ROLE PROFILE

### **Purpose of the Role**

Undertake and Manage Site activities provide support and encourage development within your team. Responsible for on-site Client and Company relationship, ensuring both meet their business needs by cost-effective site management and ensuring that jobs finish on time with minimum disruption to the Client, Customers and General Public.

Typical site development will include multiple site refresh works. These sites include various disciplines including concrete works, fencing, drainage, kerbing.

Lead by example; practice the highest standards of Health & Safety and Accident Prevention.

Reports to: Maintenance Contracts Manager / Contract Operations Manager

### **Key Responsibilities**

- Where appropriate ensure that your site has completed Risk Assessments & Method Statements for the proposed works and have copies on site in Managers file.
- Review, scrutinise and comment on all in-house operative / sub-contractor RAMS, prior to commencement of work within the controlled construction site to ensure safe working practices are met and in-line with job steps and hazard controls.
- Individual contracts and scope of works within your control
- To monitor contracts as they progress against job programme, work with the Contracts Manager with regard to additional works, contract variations and omissions
- Site Set-up, management, Tool Box Talks, records, communications and feedback
- To be responsible for site equipment, materials and plant off hire as appropriate
- On Site Health & Safety requirements; Legal, Premier and Client specific controls
- Staff Development
- Ensuring Premier Employees on site adhere to Company Policies and Procedures
- Company Vehicle/s assigned to you and your team
- To give key support to site personnel and associated sub-contractors
- Reduce waste
- Ensuring waste is disposed of correctly and be aware of environmental impact
- To fill in and return all relevant paperwork to the office

This list is not exhaustive.

Tasks will be allocated to reflect increasing levels of development and experience.

**Essential Skills & Qualifications**

- Previous experience in Construction Site Management or Foreman Role
- CPCS or equivalent certification for operation of plant/machinery
- Intermediate Level IT Skills (Microsoft Office)
- Good numeracy and literacy skills
- Good communication skills
- Well organised and good time management
- Good problem solver.
- Able to work in a team environment
- Holder of a full UK driving licence

**Desirable Skills and Qualifications**

- Current SMSTS
- Previous experience of working on Petrol Forecourts
- To have good general business and commercial awareness.

Location: This position is customer site based, travel throughout the UK & Ireland is required up 95% of time working away from home including some weekends.

**Working relationships**

It is expected that this position will interact with all members of staff at all levels, clients, suppliers and sub-contractors.

**Contractual Information**

- Contractual Hours: 40 hours per week
- This role may require additional working hours to fulfil the requirements of a project
- Annual Holidays 28 days including bank holidays
- Health Cash Plan\*\*
- Death in Service Insurance\*\*
- Cycle to Work Scheme\*\*

\*\* Terms and Conditions Apply