



LANDSCAPE CONTRACTS MANAGER

JOB DESCRIPTION

Location: Based in Cirencester, Gloucestershire and working in the Cotswolds and neighbouring regions.

Job Description: Contracts manager for hard and soft landscape construction and maintenance contracts.

Salary: Competitive Salary commensurate with the position and experience.

Closing Date: 20 November 2015.

We have an exciting opportunity for a highly motivated Contracts Manager. This is a key position within the company, reporting to the Managing Director. Responsibilities include managing all aspects of contracts to ensure that construction projects and maintenance programmes are completed on time, within budget and to a high quality standard.

Roles and Responsibilities

- Supporting the Managing Director on a wide range of landscape, construction and maintenance projects in line with our Health and Safety, Quality and Environmental standards and company policies.
- Managing, mentoring, motivating and coaching of staff.
- Work load programming and the preparation of work schedules.
- Supervision of direct staff and sub-contractors.
- Management and allocation of resources including vehicles, plant, machinery and equipment.
- Ensure good client communications and relations.
- Pricing work, including the preparation of quotations and tenders.
- Recording, controlling and monitoring additional works.
- Preparation of valuations and other invoicing details.
- Site inspections and maintaining site records.
- Undertake safety inspections and audits.
- Ensuring work is completed to a high standard.
- Identify and develop new business opportunities.

Requirements

The candidate will ideally have a selection, but not necessarily all, of the following:

- Practical experience of landscape construction and maintenance operations.
- Supervisory experience / management of staff.
- Appropriate LISS/CSCS competency qualifications.
- A degree in a relevant subject.
- Full clean driving licence.
- Competent in producing risk assessments and method statements.
- Experience of leading teams and / or co-ordinating the work of others.
- Excellent customer service skills.
- Excellent organisational, communication and planning skills.
- Computer literacy skills.
- Familiarity with contract documentation and interpretation of drawings.

Applications with CV to info@estatesandgardens.co.uk

www.estatesandgardens.co.uk



We are an equal
opportunities employer



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