



JOB DESCRIPTION – SITE MANAGER

- Reporting to:** Construction Manager
- Delegating to:** Internal and External Staff (below)
- Working with:**
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| Internal: | Assistant Site Managers, directly employed site staff, Construction Director or Regional Construction Manager, Sales department, Technical department and Surveying department |
| External: | Sub-contractors, suppliers, NHBC representatives. Customers, Utility Service Providers, Local Authority Personnel, H&S Executive, members of the public |

Main Objectives:

- To report directly to the Construction Manager and Construction Director or Regional Construction Manager on all matters relating to the day to day running of the development.
- To take full responsibility for the required standards of Health and Safety, protection of works, presentation and quality of the product.
- To work to the agreed build programme and financial parameters set by the divisional Board of Directors for the particular development.

Duties and Responsibilities:

The following list of duties and responsibilities is intended to reflect the principal elements of the Site Manager's role only and is therefore not exhaustive:

- To have read, understood and comply with Company Policies and Procedures at all times.
- Ensure visitors to site are aware of Bellway's Health & Safety Policy and ensure that they do not go on site if they are not accompanied by a Bellway representative.
- Ensure that Company Health & Safety Policies and procedures are strictly adhered to and work closely with Bellway's Health & Safety Managers.
- Maintain and produce, on request, up-to-date Health & Safety records.
- Ensure all Environmental and Waste Management Policies are adhered to.
- Ensure that all staff, sub-contractors and visitors to the site are appropriately inducted.

- Fully co-operate with the Company's Customer Care Policy.
- Fully comply with the Company's Customer Satisfaction Policy and Procedures.
- Ensure all directly employed personnel work within the required specification and adhere to general Company Policies.
- Ensure all sub-contractors work within the required specification and adhere to general Company Policies.
- Ensure that procedures and controls laid down by the Company are fully implemented by all site personnel.
- Motivate, support and manage directly employed site staff. Provide training, coaching, appraisal and support as required to improve the performance of directly employed site staff.
- Ensure site presentation is maintained at the correct standard at all times.
- Take ownership of agreed build programmes at pre-start meetings and accept and check the full build package handed over at this meeting by the Company.
- Deliver all aspects of production requirements in strict accordance with relevant technical and planning documentation provided and any subsequent instructions that may be necessary from time to time.
- Fully conform to building regulations and warranty providers' requirements (NHBC, LABC Services).
- Ensure cost effective production in line with development budgets by ensuring that the work undertaken is in full accordance with the cost provision allocated and as confirmed in cost valuations.
- Organise regular site production meetings and pre-plan and ensure efficient usage of all resources, including application of quality supervision and communication regime of labour, sub-contractors, plant and materials.
- Ensure that anything which is likely to affect the Company's performance is notified to the Construction Manager and Construction Director or Regional Construction Manager immediately.
- Ensure accurate production/progress returns are updated and sent to the Construction Manager and Construction Director or Regional Construction Manager in accordance with Company Policy.
- Attend and minute a weekly Sales/Construction Meeting with your Sales Adviser to keep each other appraised from both a sales and site point of view.
- Ensure that practical completions are formulated with the Sales department requirements to ensure mutual compatibility.
- Ensure site security and good practice is maintained at all times.

- Ensure sensible level of stock control in accordance with build requirements including proper checking and recording of deliveries.
- Ensure the quality of finished product accords with Company and warranty provider expectations.
- Build in accordance with relevant standards, Codes of Practice, Building Regulations and warranty requirements in force at the time.
- Thoroughly inspect and snag each plot prior to each NHBC key stage inspection.
- Ensure all site administration is carried out in accordance with divisional Head Office requirements.
- Always represent Bellway Homes Limited professionally in both personal appearance and conduct.
- Carry out any other reasonable tasks in accordance with operational needs as requested by your managers.



PERSON SPECIFICATION – SITE MANAGER

Essential criteria relevant to the job

(Requirements necessary for safe and effective performance in the job)

Skills knowledge and aptitude

- Communication skills
- Ability to motivate and support staff
- Ability to liaise with internal and external personnel
- Meeting deadlines
- Enthusiastic
- Flexible
- Attention to detail
- Able to embrace training

Qualifications and training - essential

- CSCS Card at Site Manager level
- Valid SMSTS certificate
- Valid First Aid at Work certificate

Qualifications and training - desirable

- NVQ Level 3-4, BTEC diploma in Building Construction or similar
- Valid Scaffold Appreciation certificate
- Valid LOLER certificate
- Qualified to the required CIOB Grade applicable at the time in accordance with Group policy

Experience

- Trade experience and site experience preferable
- Up to date knowledge of health and safety obligations and building legislation

Special requirements

- Current full UK driving licence