

## JOB DESCRIPTION

### Site Manager



#### Section A: Organisation

TITLE:	Site Manager
COMPANY:	CBC Construction 2010 Ltd
RESPONSIBLE TO:	Designated Senior or Project Manager or Operations Manager
SUPERVISING:	Site Supervision, Subcontractor Supervision on assigned project/s; All Trades/ Labourers, Subcontractor crews Note: Numbers involved and reporting relationships (direct or indirect) vary for the above, depending on project size and scope.
DELEGATION DURING ABSENCE:	In times of absence during the day, the Site Manager is to appoint a person/s as responsible when absent. If absent for longer periods, the PM is to delegate the Site Manager's responsibilities.
JOB PURPOSE:	To efficiently and diligently carry out the management, planning, implementation, and checking of all on-site construction personnel and activities to ensure projects are completed on time, within budget without compromising quality. Complying with Health and Safety and Environmental Management.

#### Section B: Accountabilities

Job Area: SITE MANAGEMENT	
Key Accountabilities	Measures
Plans, organises, and monitors the set-up and operation of necessary site establishment	<ul style="list-style-type: none"><li>○ Ensuring facilities are in place and operational as required for the project.</li><li>○ Ensuring set-up and running costs are minimised.</li></ul>
Construction Programme established and used to track performance	<ul style="list-style-type: none"><li>○ Daily site methodology of construction activities.</li><li>○ Timely establishment of short duration, look ahead and tracking projects that will achieve the overall project completion within required timeframe.</li><li>○ Ensuring timely and accurate input of data to track Construction Programme.</li><li>○ Monthly lookahead program</li></ul>
Project performance requirements are met on an on-going basis	<ul style="list-style-type: none"><li>○ Ensuring that key milestones (including sub-trades) are achieved meeting (or exceeding) time, and quality requirements.</li><li>○ Assess Site Risk and bring to PM's attention. Implement mitigation strategies in conjunction with the PM.</li><li>○ Implement appropriate actions for any potential or actual deviations to the Project Plan.</li><li>○ Project compliance requirements, including Certificate of Public Use, Practical Completion, Code of Compliance Certificates, Defects Lists, and completion of defects sign off by Client etc, are completed accurately and on time.</li><li>○ Overseeing the timely ordering and effective coordination of deliveries (and, for hire items, returns) to site so as to minimise costs.</li><li>○ Takes appropriate actions to minimise any delays.</li></ul>
Issues, if any, are resolved without adverse impact on the overall success of the Project	<ul style="list-style-type: none"><li>○ All issues are resolved quickly and to the satisfaction of all parties.</li></ul>

**JOB DESCRIPTION****Site Manager****Job Area: ADMINISTRATION**

<b>Key Accountabilities</b>	<b>Measures</b>
On-site files and record keeping system maintained in accordance with Company Procedures and Systems	<ul style="list-style-type: none"> <li>○ Thoroughly checks/oversees documentation as required/requested e.g. purchase orders; timesheets; delivery docket; QA, Safety and Environmental Checks/Forms; etc, for timeliness and accuracy.</li> <li>○ Ensures accurate and appropriate Project records are complete, filed appropriately, and readily retrievable.</li> <li>○ IT/ computer/ technology capable and willing to learn</li> </ul>
Positive cash-flow is maintained for each Project	<ul style="list-style-type: none"> <li>○ Ensures all project elements (e.g. practical completion certificate, sectional completion, code compliance certificate, completion of defects certificate) are completed and signed off promptly and in the prescribed manner.</li> </ul>
Variations are approved	<ul style="list-style-type: none"> <li>○ In liaison with the relevant QS or Project Manager, ensures variations are justified, supported by appropriate documentation, and promptly signed-off by necessary parties.</li> </ul>

**Job Area: SITE MANAGEMENT - IMPROVEMENT PROCESSES**

<b>Key Accountabilities</b>	<b>Measures</b>
Initiatives to improve site management performance and achieve (or better) results set out in the Construction Programme	<ul style="list-style-type: none"> <li>○ In conjunction with relevant team members, PM and QS and contractors identifies, develops, and implements improvement initiatives. Identify key Performance Indicators such as on-time delivery (own and Suppliers); waste minimisation; equipment malfunction/downtime; labour turnover.</li> <li>○ Participate in Project preview meeting to ensure learning's from previous Projects are incorporated as appropriate.</li> <li>○ Sharing learning's with PM, peers and colleagues.</li> <li>○ Participating in post- contract analysis and review to ensure learning's from project are shared.</li> </ul>

**Job Area: HEALTH, SAFETY & ENVIRONMENT**

<b>Key Accountabilities</b>	<b>Measures</b>
Health and Safety	<ul style="list-style-type: none"> <li>○ Ensures all people (employees and contractors) about to work on Site, or Visitors to Site, receive an appropriate health and safety induction and comply with all company and site rules.</li> <li>○ Ensuring all day to day activities on the building site are in line with CBC Construction expectations.</li> <li>○ Encourage a culture of 'Health and Safety Excellence' by role-modelling positive behaviours and actions in dealing with all stakeholders.</li> <li>○ Refer to relevant Worksite Management Plan for your site as this document is current.</li> <li>○ Ensure site specific safety plans are in place, price any subcontractors first start and updated as the work changes</li> </ul>

**JOB DESCRIPTION****Site Manager****Job Area: COMPANY POLICIES & PROCEDURES**

<b>Key Accountabilities</b>	<b>Measures</b>
Demonstrates active support of company standards and Best Practice	<ul style="list-style-type: none"> <li>○ Thorough knowledge of and compliance with company systems, policies and procedures in areas covered by and related to this role, including Employment Agreements.</li> <li>○ Ensures company policies and procedures are promoted and complied with taking action on any non-conformances.</li> </ul>

**Job Area: TECHNICAL / CONSTRUCTION**

<b>Key Accountabilities</b>	<b>Measures</b>
Temporary works and support equipment available to enable best practice construction methods	<ul style="list-style-type: none"> <li>○ Costs, including re-work and other issues on installation of structures, fixtures and fittings are minimised, e.g scaffolding.</li> <li>○ Implements and reports appropriate corrective, preventive and improvement actions.</li> <li>○ Ensures work is carried out in accordance with established industry best practice and in compliance with contractual requirements and company rules and regulations.</li> </ul>
Staff and subcontractors aware of 'Best Practice'/tried and tested construction methods	<ul style="list-style-type: none"> <li>○ Ensures all people about to work on site have appropriate skills and licences for their work.</li> <li>○ Participation in pre-contract and post-contract analysis to ensure learning and continuous improvement in work practices.</li> <li>○ Manage construction coordination meetings</li> </ul>

**Job Area: PEOPLE MANAGEMENT**

<b>Key Accountabilities</b>	<b>Measures</b>
People (employees or contractor staff) complete the required tasks effectively, contributing to the success of the Project	<ul style="list-style-type: none"> <li>○ Ensures all stakeholders on site have the necessary skills and knowledge to effectively complete the assigned work, maximise productivity, and meet construction programme requirements of time and quality.</li> <li>○ Where any stakeholder performance is less than optimum, initiate prompt, necessary, remedial actions, i.e remove subcontractor or labour hire and for employees contact PM or HR.</li> <li>○ Ensures people have the necessary tools, equipment, and information (including drawings and specifications) to effectively complete their work.</li> </ul>
Contributes to building an effective team culture and positive relationships on site (so that Project can be completed on time)	<ul style="list-style-type: none"> <li>○ Active participation with project QS and PM in the effective management of the Project, including regular scheduled meetings with PM and QS.</li> <li>○ Arranges regular schedule of meetings with relevant team leaders to agree and pre-plan work requirements.</li> <li>○ Timely and accurate communication of information (both regular formal meetings and one-off) to all key stakeholders (e.g. consultants, subcontractors, CBC employees and CBC management) that enables them to better do their work and contribute to the overall success of the Project.</li> <li>○ Establishes and maintains positive relationships with site personnel to become aware of "what's happening" and be better able to take proactive steps to deal with problems before there is escalation and/or delays, and to take/recommend positive actions that further improve morale.</li> </ul>

## JOB DESCRIPTION

### Site Manager



#### Job Area: FINANCIAL

Key Accountabilities	Measures
Minimise Project costs	<ul style="list-style-type: none"><li>○ Assist PM/QS to establish 'best source of supply' contracts, and minimise cost of purchasing/hiring materials, major plant, and equipment.</li><li>○ Minimise on-site expenditure consistent with meeting Best Practice requirements.</li><li>○ Assist QS with selection of Subcontractors best suited to meet scope of work, and managing selected Subcontractors to meet that, meeting quality, cost, and time requirements.</li></ul>

#### Job Area: EQUIPMENT AND MATERIALS

Key Accountabilities	Measures
Ensures equipment and materials necessary for the completion of scheduled work is available	<ul style="list-style-type: none"><li>○ Monitors the equipment and materials availability to minimise cost and maximise availability of necessary equipment.</li></ul>

#### Job Area: TEAM AND WIDER COMPANY SUPPORT

Key Accountabilities	Measures
Supports Team and Company to meet overall performance	<ul style="list-style-type: none"><li>○ Assists other Team members/other parts of the Company to meet short term key priorities, by carrying out tasks outside the above but within the incumbents general competencies</li></ul>

#### Section C: Authorities

The Site Manager has the authority to:

##### Materials:

- Purchase any materials required for the job, and ordered thru an approved Supply Agreement for the Job
- Materials purchases required for the Job and not available through approved Supply Agreement source may be purchased up to a value of \$1000/item

Any purchases outside the above parameters require approval from the PM.

##### Plant and Equipment:

- Where necessary a case for purchase can be made to the QS.

**JOB DESCRIPTION****Site Manager****Section D: Skills, Training & Experience**

COMPETENCY AREAS	DESCRIPTION
Relevant Experience	Preferably 5+ years in construction industry site management.
Technical Proficiency	Trade qualified. May have degree qualification, though would consider applicants who are 'qualified' by relevant work experience. PC literate for email, word, excel, project.
Efficiency	Plans ahead, ability to see the 'complete picture', and to set appropriate actions underway to meet deadlines and strive to beat programmes
Quality /Compliance	Strives for performance excellence and best practice. Knows the importance of following defined procedures / protocols, especially the importance of health and safety.
Cost Conscious	Able to assess conflicting priorities and determine the most cost-effective solution.
Teamwork/ developing positive relationships	Being helpful, respectful, approachable, and team-oriented; ability to work positively and effectively with others; building strong working relationships and contributing to a positive work environment.
People Influencing	Able to persuade people to support "my goal". Includes persuading staff to 'go that extra mile' for the company; persuading a Client to give us more time, to agree to a variation; persuading a Supplier to give us a price break; persuading a subcontractor to change their previously agreed work plan to accommodate others.
People Leadership	Proven record in a number of different situations as Team Leader – must demonstrate success in achieving results through people and building a strong motivated Team.
Composure Under Pressure/ Flexibility	Circumstances frequently change on construction sites. There is the need to be able to accommodate necessary changes while maintaining focus on the goal of successfully completing the Project.
Numeracy	Ability to work with numbers to an advanced level. Read and interpret engineering drawings and calculations. Understand the calculations used by QS.
Customer Focus	Goes out of his/her way to be helpful and pleasant to others. Has a strong 'service ethic' recognising that others will require timely and accurate info/support from him/her, for them to be able to do their work and make their contribution to the overall success of the Project and the Company.
Learning	Enthusiasm to learn new skills, better approaches to getting the job done / natural curiosity to 'find a better way'.
Work Environment	Needs to be physically fit (able to be moving around the site, climbing stairs etc); able to work at heights.