

Site Manager Job Profile



R7M-HR-TEM-001
Rev C1 20190204

Job Description

Job Title/Name:	Site Manager		
Reports to:	Contracts Manager	Responsible for:	Quantity Surveyor Project Engineers Site Team
Location of post:	Head Office / Site of Operations	Department:	Projects
Duration:	Permanent		

Purpose of job:

To ensure that projects are delivered in accordance with the required engineering and quality requirements of the contract to budget, time, revenue and cost.

Job outline:

An exciting opportunity for career progression in the role of Site Manager/Agent. The ideal candidate will have a background as a Section Engineer or experience in managing smaller sites, providing them with the chance to elevate their career as a Site Manager, capable of running projects ranging from £2-£10M.

As a key member of our small dynamic team, you will benefit from extensive support and diverse experiences, including exposure to commercial awareness, site operations, and project programming.

The role of the Site Manager is to carry out their role at head office and the site of operations level in accordance with the company's required technical and QHSE standards on a "right first time" basis and to the required budget.

The person will be competent in working in and around the marine environment, together with the development of method statements and risk assessments and construction phase plans / project execution plans in accordance with CDM 2015 regulations. Overseeing the construction process to manage the project in relation to programme, budget and delivering innovation.

At all times the role will be supported by the Marine Operations Manager who is responsible for the management of the labour and plant, the Lead Engineer who carries responsibility for the engineering requirements of the projects' and the Works Manager who oversees all works activities.

The role requires good interpersonal and organisational skills and meticulous record keeping with attention to all detail.

A solid commercial awareness is expected with a basic knowledge of the more commonly used forms of contract such as the NEC or ICE Small works form.

Main Responsibilities:

- To manage and oversee all Red7Marine projects;
- To maintain site progress, scheduling, financial records and as-built information;

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- To lead, manage, motivate and mentor all project personnel;
- To implement the designated Engineering, Planning and Control processes and procedures for the contracts in accordance with the business requirements;
- To actively pursue excellence on site and suggest improvements to processes which will be of benefit to the job;
- Creation of the weekly programmes and monitor critically against them;
- To manage the setting out for the project and to alert the Lead Engineer if support is required;
- To interface with the site team throughout the project life cycle to ensure their requirements are met and to flag issues where appropriate;
- The management and coordination of engineering consultants and subcontractors/suppliers to deliver services as required;
- Preparation of Method Statements Risk Assessments and construction phase plans/project execution plans for review and approval by Client representatives.

General Duties:

- To manage and assist with project tenders by providing technical support and information;
- The following general duties are intended to both support the business and develop wider business and industry awareness in the incumbent:
- To research codes, standards and regulations in support of tender and project work;
- To assist with obtaining pricing (quotes) in support of tenders, when required;
- Were practical participate in business development including exhibitions and conferences.

Responsibilities – Specific to Quality, Health & Safety and Environmental (QHSE) Management Systems:

- To comply with the Quality, Health & Safety and Environmental Policies and Management Systems and to take reasonable care of your own Health and Safety and that of others that may be affected by your acts or omissions;
- To cooperate with your employer to enable the employer to comply with their duties;
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interest of Health, Safety or Welfare;
- Report all accidents & incidents (a near miss is considered an incident) to the Head of QHSE and Business Improvement;
- Comply with specific QHSE requirements of sites run by Red7Marine or others;
- Work within relevant QHSE codes & standards in planning and executing work;
- To report any environmental issues and concerns, and to suggest improvements;
- To comply with waste management & recycling arrangements.

Qualifications and experience:

- Track record of site management.