

Job Description

Job Title:	Site Manager
Based At:	RG Kellow Ltd.
Responsible to:	Project Manager/ Managing Director.
Accountable to:	Managing Director.
Direct Reports:	All Site Operatives inc. sub-contractors.

Role Purpose:

To be responsible for the running of construction projects and supervising all construction works so as to ensure everything is running efficiently, effectively, within budget and to schedule.

To be the go to contact on the site, with individuals inside and outside the project (salespeople, delivery personnel, the general public) to discuss, answer or resolve any questions and/or concerns raised.

To typically be the first to enter the site and the last one to leave depending on the needs of the project and what that particular project requires.

To provide, monitor, implement and maintain exceptionally high standards of work delivery to all areas of the buildings, sites and grounds, where work has been raised.

To support and monitor a highly motivated and skilled team through communication, support, understanding and continued training and development.

To be a proactive member of the team, supporting and engaging with the Companies ethos and values.

To ensure equality and diversity within the projects managed ensure all members of the team are treated equally.

Key Responsibilities and Accountabilities

Responsible for:

- To set out the site, position vehicles and equipment as required, organise various facilities that are on site in order to ensure the site meets various health and safety standards.
- To look at the project itself in order to ensure it meets the specifications, budgets, and programme.
- To undertake a strong communication role to liaise with various personnel, clients, and the general public as required.
- To supervise staff members, motivate the overall workforce, solve problems that are occurring on the site, and to meet with various workers in order to discuss their needs.

- To ensure full compliance with fire regulations and completing regular fire safety checks and fire evacuations.
- To deliver regular health and safety meetings and site checks.
- To ensure tool box talks are completed periodically.
- To ensure correct PPE is worn by all workers onsite at all times.
- To ensure all staff are fully inducted to the site before entering and working.
- To comply at all times with company policies, procedures and instruction.
- To comply at all times with site health and safety rules/procedures.
- Contribute to improving the business, protecting and enhancing the reputation of the company by putting forward new ideas and when requested to do so, implementing change.
- Ensure materials from suppliers are ordered and delivered in a timely manner, including safe storage, use and disposal.

Communication:

- Liaising and working with colleagues, customers and the general public in a polite and professional manner at all times.
- To approach the customers in a courteous manner ensuring top class customer service at all times.
- Participating in Staff and Client meetings as required.
- To lead and encourage exceptional communication between all workers on site.

Training and Development:

- Attending mandatory training days / courses, on or off site, as and when required.
- Maintaining professional knowledge and competence.
- Participate in review/ audit of practice if required to do so.
- Work according to the company's protocols, procedures and guidelines.
- Be aware of company policies and procedures and implement them at all times.
- Take responsibility for own personal development and education.
- Take action when poor practice is identified, reporting to the Director.

Health and Safety:

- Making sure that all chemicals and equipment is used correctly, and safety procedures adhered to at all times.
- Ensuring safe practices of moving and handling are adhered to at all times.
- Ensuring top class health and safety practices are followed and adhered to at all times.
- Reporting immediately to the Managing Director, any illness of an infectious nature or accident incurred by a customer, colleague, self or another.
- Understanding and ensuring the implementation of the Companies' Health and Safety, Environmental policies, and Emergency and Fire procedures.
- Completing regular health and safety checks of all site areas. To Promote safe working practice in the working area.

General Responsibilities

Policies and procedures

To familiarise and comply with all RG Kellow Ltd Policies and procedures at all times.

Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

Confidentiality and data protection

To maintain at all times confidentiality of information about customers, staff and other external businesses (Both in and out of work) in accordance with Company codes of conduct and relevant legislation such as the requirements of the GDPR (2018).

To comply with all RG Kellow Ltd information and data protection policies at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

Equality and diversity

To promote, respect and be responsible for concepts of equality of opportunity and diversity within the company.

To comply with all RG Kellow Ltd policies and procedures at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

Health and Safety

To be aware of the responsibilities placed upon the individual under the Health and Safety at work act (1974) and any subsequent legislation. Paying due regard to health and safety in the work place, management of risk and safe working practices at all times. Assisting and contributing to a safe environment for customers, visitors and employees of the company.

To comply with all RG Kellow Ltd policies and procedures at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

Environmental Awareness

To be aware, recognise and be conscious of your individual responsibility in ensuring the Environmental standards of the company at all times.

To comply with all RG Kellow Ltd policies and procedures at all times. Failure to comply with any of these policies may result in disciplinary action up to and including dismissal.

All Staff are required to:

- Show courtesy and respect to customers and colleagues at all times.
- Respect the confidentiality of the company and employees at all times.
- Be committed to the delivery of high quality services to our customers.
- Be committed to ensuring high levels of environmental awareness and practices at all times.
- Be aware of, and at all times comply with all RG Kellow Ltd Policies and Procedures and all relevant statutory responsibilities including fire arrangements, health and safety issues including moving and handling, COSHH regulations, maintaining records diligently and accurately as required.
- Be responsible and abide by the safety practices and codes authorised by the company, maintaining safe working practices at all times.

- Be capable of performing the role they are employed for.
- Notwithstanding the duties and requirements listed in this Job Description, be prepared to utilise whatever skills and experiences you may have to undertake whatever is required from you.

This is a working document and will be reviewed and amended as required.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the company and/or the Customers.

Please sign below if in agreement of the entire document

Site Manager

Name:

Date:

Signature:

HR & Compliance Manager

Name:

Date:

Signature