

Job Description – Site Manager

Job Title:	Site Manager
Department:	Production
Reporting to:	Operations Director, Managing Director
Key Relationships:	Commercial Team, Production Team, Design team, Accounts Department, Suppliers and Sub-contractors, NHBC / other warranty provider representatives, customers, utility service providers, local authority personnel, HSE, members of the public

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Fairgrove Homes Ltd. The job description outlines the main purposes in general terms only and is not intended to be prescriptive.

You may be required to carry out other duties in order to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice.

This job description, may be altered from time to time to meet the changing needs of the Company.

Purpose of the Role/Role Overview:

To report directly to the Operations Director 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 Board of Directors for the particular development.

General Duties/Key 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 Fairgrove's Health & Safety Policy and ensure that they do not go on site if they are not accompanied by a Fairgrove representative.
- Ensure that Company Health & Safety Policies and procedures are strictly adhered to and work closely with Fairgrove's Health & Safety Managers and Advisors.
- 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.

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- 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, Premier Guarantee...).
- 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 Operations Director or Managing Director immediately.
- Ensure accurate production/progress returns are updated and sent to the Operations Director in accordance with Company Policy.
- Attend and minute a weekly Sales/Construction Meeting with your Sales Advisor 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 new home demonstrations are carried out coherently and in accordance with the company's requirements.
- 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 company requirements.
- Always represent Fairgrove 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.

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PERSON SPECIFICATION	Essential	Desirable
KNOWLEDGE <ul style="list-style-type: none"> • Computer literacy skills – Intermediate Excel, Word, Outlook • Good technical knowledge of Building process • Good understanding of Risks and Rewards of SME's • Good Knowledge of Building Regulations 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
SKILLS AND ABILITIES <ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Analytical and logical • Self-motivated • Results orientated with a positive outlook • Work effectively as part of a small team • Reliable and able to manage punctuality, attendance and time • Well-presented and business like • Able to deal with difficult clients or customers • Able to drive with a clean driving license • Able to commit to extended hours where necessary • Prepared to travel to various sites across the operating region • Able to work to tight deadlines • Time management and prioritizing • Give clear information • Gather unbiased information • Identifying and solving problems • Persuasive 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	
QUALIFICATIONS <ul style="list-style-type: none"> • CSCS card • Valid SMSTS Certificate • Valid First Aid Appointed Person Certificate • NVQ Level 3-4, BTEC diploma in Building Construction or similar • Valid Scaffold Appreciation certificate • Valid LOLER certificate • Current full UK driving licence 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
EXPERIENCE <ul style="list-style-type: none"> • Previous experience in the construction/ homebuilding industry • Ability to work independently and as part of the team • Previous experience in new build/ refurbishment on construction projects • Previous experience in buying and negotiations with supply chain 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>