



JOB DESCRIPTION – ASSISTANT SITE MANAGER

- Reporting to:** Site Manager
- Delegating to:** Directly employed site staff and sub-contractors
- Working with:**
- Internal: Site Manager, directly employed site staff, Construction Manager, Construction Director or Regional Construction Manager, sales staff
- External: Sub-contractors, suppliers, NHBC representatives, customers and members of the public

Main Objectives:

- The Assistant Site Manager reports directly to the Site Manager, Construction Manager and Construction Director or Regional Construction Manager on all matters relating to the day to day running of the development.
- The Assistant Site Manager will always adopt the highest level of professionalism to carry out the duties expected of him/her.
- The position of the Assistant Site Manager is that of the second most senior company representative on site and will be qualified to the required CIOB Grade applicable at the time in accordance with Group policy.
- The assessment and continuous training of Assistant Site Managers will be in accordance with Group Training Policy applicable at the time.
- The Assistant Site Manager assists with responsibility for the required standards of Health and Safety, protection of works, presentation and quality of the product. Working 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 Assistant Site Manager's role only and is therefore not exhaustive – in essence the role of Assistant Site Manager is the same as the Site Manager however it is predominantly to assist and support the Site Manager's duties as listed below:

- To have read, understood and comply with Company Policies and Procedures at all times.
- Alongside Site Manager take ownership of agreed build programmes at pre-start meetings and assist Site Manager in accepting and checking the full build package handed over at this meeting by the Company.

- Assist with ensuring that Group/Regional Health & Safety procedures are strictly adhered to and to work closely with Bellway Group Health & Safety team. To maintain and produce, on request, up to-date Health & Safety records.
- Assist with delivery of 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. To conform fully to building regulations and warranty providers' requirements (NHBC, LABC Services).
- Assist with ensuring 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.
- Assist with organisation of 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 Site Manager, Construction Manager and Construction Director or Regional Construction Manager immediately.
- Contribute to ensuring accurate production/progress returns are updated and sent to the Construction Manager and Construction Director or Regional Construction Manager in accordance with Company Policy.
- Assist the Site Manager to ensure all Health & Safety, Environmental and Waste Management Policies are adhered to.
- Assist with ensuring that practical completions are formulated with sales requirements to ensure mutual compatibility.
- Assist with ensuring site security and good practice is maintained at all times.
- Assist with ensuring sensible level of stock control in accordance with build requirements including proper checking and recording of deliveries.
- Assist with ensuring 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.
- Fully co-operate with the Company's Customer Care Policy.
- Ensure all site administration is carried out in accordance with divisional Head Office requirements.
- Fully comply with the Company's Customer Satisfaction Policy and Procedures.
- Ensure all sub-contractors work within the required specification and adhere to general Company Policies.
- Ensure all directly employed personnel work within the required specification and adhere to general Company Policies.

- Ensure that procedures and controls laid down by the divisional Directors and Construction Managers are fully implemented by all site personnel.
- Ensure satisfactory site management cover in times of holiday cover, training and unexpected sickness of the Site Manager.
- Become more involved without prompting, on site presentation, waste management and projection of WIP.
- Ensure plots are finished to high standard – take ownership of plots under your control until completion.
- Take responsibility for supervision of cranes.
- Carry out safety inductions.
- Deal with the general public.
- Responsible for QCFI procedures.
- Liaise with customers and new purchasers.
- Carry out home tours and demonstrations.
- Ensure BA system is faxed, carried out and complete.
- Ensure air testing is carried out and units passed.
- Accompany build inspector whilst CML is carried out.
- Carry out monthly meter readings.
- Liaise with Clerk of Works, ensuring his comments are carried out.
- Deal with handovers to clients/purchasers/customers.
- Make courtesy calls to customers.
- Ensure all customer care paperwork is complete.
- Additionally and occasionally an Assistant Site Manager may be requested to manage a “less busy” site by the Construction Manager or Construction Director or Regional Construction Manager. In this instance the Assistant Site Manager will assume the role and anticipated duties of a Site Manager. It is imperative that given this situation the Construction Manager and Construction Director or Regional Construction Manager have properly assessed the Assistant Site Manager for levels of competency for this role.
- 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 – ASSISTANT SITE MANAGER

Essential criteria relevant to the job

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

Skills knowledge and aptitude

- Work as part of a team
- Forward thinking
- Good man-management skills
- Common sense
- Take responsibility
- Keen to broaden skills rather than getting on with own tasks
- Communication skills
- 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
- Valid First Aid at Work certificate
- Valid SMSTS certificate

Qualifications and training - desirable

- CIOB Site Management
- Scaffold Appreciation
- Crane Supervisor
- Various In-House training

Experience

- Every day running and finishing of sites

Special requirements

- Current full driving licence