

Name	
Job Title	Site Manager
Reports To	Construction Director
Company	Ashcourt Construction Ltd

Core Duties/Responsibilities

(The key responsibilities of the role against which performance is measured)

- To understand and implement the Company Safety Policy and carry out their duties in a safe manner, in accordance with Company Policy, Procedures and safe working practices
- Establish standards of quality on site and ensure delivery of a quality build in accordance with the project specifications/requirements, with Quality Checks completed at various stages
- Ensure that prior to works commencing on site all tasks are Risk Assessed, have Method Statements produced and are always complied with.
- Ensure that appropriate work equipment is provided for all tasks to be undertaken safely and to comply with legislation
- Be commercially aware and undertake the works in the most economic manner
- Ensure the Construction Phase Plan, emergency planning, traffic management are updated and relevant to site set up/details
- Maintaining Site Records and communications between all parties involved in the contract
- Produce and develop Project Programmes and control operations to achieve delivery of the project on time
- Maintain a live plant register and ensure all plant is off hired when no longer needed
- Ensure daily plant inspections are completed. Any defects found are reported to Ashcourt Plant for repair
- Ensure plant damage is reported to Ashcourt Plant
- Ensure the site is maintained in a clean state and secure with regular inspections carried out
- Ensure Risk Assessments, Method Statements, Site Waste Management Plans are all in place and approved before works commence
- Ensure Waste tickets are retained as per legislation and documented on the Waste Management Plan
- Ensure all subcontractors are approved on My Compliance and copies of their insurance and H&S Policy have been received
- Ensure all registers are updated continuously, including HAVS, PUWER, LOLER, Plant, Fuel, COSHH, etc.
- Ensure daily Site Dairy is completed with all details and delays documented
- Ensure all employees and subcontractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competency are in force and appropriate
- Organise the works and coordinating both direct labour and subcontractors
- Manage project handover and ensure defect/snag free completion
- Ensure all compliance documents are updated and uploaded onto Procore
- Ensure Weekly Site Inspections are carried out
- Ensure the Document Control Procedure is followed

Health & Safety Responsibilities

- Support in accidents, incident and near miss investigations by providing statements and evidence where required
- Follow and adhere to risk assessment controls, Safe Systems of Work and PPE requirements
- Attend Monthly Health and Safety Meetings
- Report Accidents, Incidents and Near Misses using My Compliance

- Ensure the fulfilment of the H&S element of all staff job roles
- Set a personal example with regards to health and safety matters, promoting the safety culture through observations, site standards and workplace safety
- Comply with all legal requirements
- Take care of your own health and safety and others that may be affected by your actions

Qualifications required for the role	Essential	Desirable
Full Driving Licence	✓	
Degree / HNC in Construction / Civil Engineering, or equivalent		✓
NEBOSH Health & Safety Construction Certificate		✓
CITB – SMSTS	✓	
CSCS – Managers Card	✓	
First Aid	✓	
Fire Warden	✓	

Experience required for the role	Essential	Desirable
Previous relevant industry experience	✓	
Experience in managing people		✓

Specific Skills required for then role	Essential	Desirable
Local geographical knowledge	✓	
Excellent Knowledge of IT	✓	
Knowledge of CDM Regulations, Design Management, Programme and Risk Management	✓	
Experience of using Planning Software – Microsoft Project		✓
Knowledge of the NEC Contract including the Early Warning and Compensation Event mechanisms		✓

Behaviours to be demonstrated	Essential	Desirable
Good organisation & time management skills,	✓	
Courteous & polite to customers and staff,	✓	
Strong organisational, administrative and planning skills,	✓	
Excellent verbal and written communication skills,	✓	
Self-motivated with the ability to work without supervision	✓	
Attention to detail	✓	
Discretion & ability to handle confidential information	✓	
Able to multi-task	✓	



JOB DESCRIPTION / PERSON SPECIFICATION

Able to motivate	✓	
Excellent leadership skills	✓	