

**Job Description:** Site Manager

**Status:** Permanent

**Hours:** Full time

**Annual Salary:** \$90k - \$120k depending on location and experience + vehicle

**Job Purpose:** To manage the full project cycle within set budgets and deadlines, ensuring Health & Safety standards are met and managing Quality Assurance to meet specification requirements.

**Key Accountabilities:**

- Managing and developing working programmes to meet deadlines
- Reviewing and understanding drawings and specifications, identifying any missed information
- Regularly liaising with the client to ensure construction expectations are being managed
- Managing and mentoring foreman/labour crew
- Ordering materials in detail to strategic quantities meeting site requirements
- Liaising with quantity surveyors for variations
- Co ordinating sub-contractors and suppliers
- Advance planning for long lead material orders

**Duties include but are not limited to:**

- To take over designated projects upon tender acceptance and to fully review the tender file to bring themself fully conversant with the project
- To ask the estimator all relevant questions regarding the tendered project and fully familiarise themself with the budget allowances, tender offer and associated tender exclusions, tags, or clarifications
- To fully review the estimator's tender take-off and undertake an independent material measure to satisfy themself that the quantities ordered are adequate to complete the project
- To be fully conversant with the specification and drawings

- To undertake an initial site visit and meet the Client's site manager and discuss in depth the Client's program, key construction dates, construction sequence, setout points, etc.
- To order the materials in detail in accurate and strategic quantities using written purchase orders
- To forward plan the labour crew to be utilized for the project
- To discuss labour contract rates with the estimator and to formalize these rates with the labour crew
- To ensure all materials, plant and fixings are loaded onto the site to ensure the labour crew have an uninterrupted workflow
- To undertake a health and safety audit at each site visit and remain vigilant with health and safety requirements
- To liaise with the Client regularly (daily if possible) to ensure construction is proceeding to the Clients expectation, discussing construction problems and design changes, and requesting criticism of our site performance
- To inform the quantity surveyor of all variations
- To supervise the technical and quality correctness of the construction we are undertaking
- To lead and drive the labour crew giving construction deadlines & clear performance instructions, providing construction details, work sequencing & guidance
- To maintain a clean work environment for our labour crew
- To manage the workmanship, materials, and detailing to ensure all our work conforms to specification and design
- To minimize defective work and ensure defective work is rectified to the Clients satisfaction
- To complete the project to the required quality, on time and to budget
- To ensure all maintenance defects are actioned at the earliest opportunity
- Complete all other tasks reasonably requested of you that may be required from time to time

**Skills and Experience:**

Proven experience managing commercial construction projects is essential.

Experience working on internal trades is beneficial. You will be a strong communicator, able to lead and motivate others.

Most importantly you will have a strong work ethic, a positive 'can-do' attitude and share our passion to ensure the highest quality outcome for our customers.