



Site Manager Position Description

OBJECTIVE	TASK	KPIS
Job Management	Prepare overall methodology for assignment with contracts manager including safety and traffic management plans.	Plans exist to satisfaction of construction manager and is agreed and signed off. Know the plan inside out and be fully aware of all details and implications.
	order material and labour requirements to complete jobs.	
	Kick-off/Pre-start meeting with staff and subcontractors.	Meeting successfully recorded and minutes noted and referred to contracts manager.
	Get job moving as soon as possible and set out all work.	Liaise with specialist staff/contract managers and subcontractors to ensure set out is accurate and timely.
	Establish targets for workers/site supervisors based on budget and communicate the information accordingly.	All staff know project program, budget cost for labour and including budgeted hours, budget cost for materials and associated document exist in project master file.
	On a daily basis inspect work progress	Satisfactory progress is made on project plan, health and safety, quality issues are attended to. Get hands dirty if need be. Make sure that work stays on construction programme and that any delays are reported to the contracts manager.
	Manage a number of jobs simultaneously	Nothing falls behind. No unreasonable errors. All assigned projects proceed to time and cost budget.
	Identify lead-time from supplier for material and order materials to meet site and contractor needs according to Cape policies in timely and cost effective manner.	Evidence of consideration of this in notes and project schedules in master file. All paperwork correct. Right product; right place; right time.
	Organise trade checks, receive inwards goods and the return to store of surplus material	All goods into site are as ordered. No surplus material sitting on site needlessly tying up cash flow.
	Organise rubbish removal	To suit requirements and maintain a tidy site free from occupational health and safety issues. Clean site OSH audits.
Ensures all defects and remedial work are identified and fixed	Nothing outstanding at month end. Client briefed and all works signed off as completed/	

Work in Progress/Job Costing	Monitor job progress	Utilisation of Microsoft Project and saved files are to pre agreed schedule of work.
	Plan plant and equipment requirements/usage expected.	Plan exists and all equipment requirements are met in a timely fashion.
	Fill out day work sheets and gives these to the QS	Full record kept and delivered in a timely fashion.
	Record, follow up and review job costing on a weekly basis of each job and report feedback.	Evidence of review against original tender documentation in project master file
	Assist QS with monthly progress claims and variation costing	Ensure no unreasonable hold ups to submitting these claims to client.
	Use discretion with plant items.	Purchases approved to \$500.00 with rental being the preferred option.
	Accurate assessment of work in progress for invoicing and WIP meetings.	Liaise closely with QS and administration. Numbers accurate and available. Stay on top of the job.
	Resolve work issues, programming or technical issues and provide the correct solutions.	Issues resolved within 24 hours and anything troublesome is elevated to contracts manager.
	Ensure all job costs, contract claims and invoices are done accurately and by the required date.	On top of all paperwork.
Relationship/client management	Resolve claim/invoice disputes as quickly as possible.	Within 5 working days.
	Coordinate work activities with main contractor/client.	At least weekly interface meetings.
	Deliver/produce the contract/job.	Jobs completed to project schedule.
	Manage client expectations and ensure client satisfaction.	No complaints. Positive client relationship. Evidence of regular meetings. At least weekly interface meetings. Plans ahead. Nothing missed.
	Co-ordinate our jobs and resources on site and agree on the programming of work to be delivered.	Evidence of program in master file
	Responsible for claims and questions regarding claims toward client.	All claims are address within 5 working days by liaising with client and other staff as necessary.

Human Resources	Provide feedback of staff to directors for training, hires, promotions and terminations.	Evidence of such feedback.
	To review, correct and approve weekly timesheets.	All timesheets are signed off weekly.
Documents	Programme	
	Maintain site diary	Daily updates clearly understood and identifying all key issues
	Orders	
Health & Safety	Complete all Site health and safety inductions.	Inductions are completed according to policy and documents passed the H&S coordinator.
	All subcontractors have been competency evaluated and are inducted onto worksites.	Evidence exists to demonstrate this.
	Maintain all HES records	
	Responsible for developing onsite health and safety programs and align work on site to main contractor health and safety programs.	Programmes exist and are audited regularly and reported to Directors.
	All incidents are reported immediately they happen to the appropriate people.	Incident log kept. detailed notes kept. Directors and contracts manager informed immediately.
	The hazard management system is applied to all work activities every day.	All hazards are identified, managed or eradicated immediately
	Emergency response procedures are developed and available for each worksite.	Everyone knows what to do all the time. Site plan exists.
	All H&S audit non compliances checked.	All hazards are identified and resolved.
	All plant utilised on site is in a safe working order.	Regular checks, repairs and certifications as necessary.
	Site specific Health & Safety plans are developed and implemented for all contracts.	Plan exists.



Quality Assurance	Responsible for QA at job sites. QA sheets to be developed special to each site	Suitable documents exist.
	Ensure all standards are maintained. Inspections are carried out in a regular and timely fashion.	Inspections are occurring and written evidence exists. Clean QA sheets signed off for each trade. Director and client satisfaction.
	Identify subcontract defects	
	Final inspections are carried out prior to any handover.	All non-compliance and problems are identified and remedied ASAP before handover.
Other duties	Any other duties that may from time to time be directed	Satisfaction of management.