

# Job Description

Job Title	Business Area/Function	Date Produced/Last Updated
Trainee Site Manager	Places and Communities	August 2024
Reports To	Location	Reference
Site Manager	Site Based	

**General Overview:**

To assist the site team to manage the building project in accordance with agreed contracts, timescales, quality and cost. To ensure that designated blocks/units are completed to a standard finish which will exceed our customer's expectations. To understand, implement and adhere to Safety, Health, Environmental and Quality policy (SHEQ) and strategy and ensure that all staff reporting on site does the same.

**Main Duties:**

- Adherence to the Company quality standards including:
  - Management of defects
  - Fully understand the Construction Phase Plan Requirements, including its development
  - Compliance with specification
  - Compliance with materials / workmanship schedules
  - Subcontractor code of conduct
- Assist with the preparation of the Health and Safety file
- Read and understand specification, drawings, preliminaries, preambles and contract documentation
- To assist the site team with the completion of the contract in accordance with the agreed plan and programme
- Ensure own compliance of all company policies and procedures
- Assist the site team to ensure current safety, health and welfare requirements are met and implemented
- Develop personal understanding of construction issues
- Understand and implement the Company Quality Assurance system
- Assist the site team to monitor orders and deliveries to ensure that all materials are available when required
- Assist the site team to complete weekly GRN reports electronically
- Assist the site team to ensure sub-contractors are kept advised of site requirements
- Assist site team to distribute information & receive information from the subcontractors
- Assist the site team to up-date the construction programme weekly indicating the progress to date
- Assist the site team to ensure progress is recorded on the standard company records
- Assist the site team to collate daily allocation sheets
- Assist the site team to record daily labour levels on site
- Assist the site team to keep weekly record of onsite plant
- Ensure that plant on site is of good quality and working efficiently
- Ensure all plant drivers are approved in accordance with the current regulations
- Ensure all certification is valid and up to date
- Assist the site team to ensure that the site offices and storage compound reflects a professional image for the Company having:
  - Well displayed company signboards
  - Tidy and effective compound fencing
  - Direction signs from the nearest main road
- Adequate security measures
- Work closely with all departments and staff within the business to ensure the efficient running of the business
- Assist the site team to ensure that all the works are handed over to the customer
- Leave all work areas cleared of building rubbish and reinstate gardens and footpaths, etc. in accordance with contract requirements
- Carry out duties including administration and dealing with correspondence
- Fill in weekly report
- Be responsible for your safety and others around you

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<ul style="list-style-type: none"> <li>• Make every effort to attend all mandatory courses related to your role</li> <li>• Comply with all the roles and responsibilities as set out within the SHEQ management system</li> <li>• To be responsible for the accurate / timely completion of site-based documentation</li> </ul> <p>Any other reasonable management request</p>
<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>• Responsibility for ensuring that all site personnel (including subcontractors) comply with the SHEQ policy</li> <li>• Ensure that the site is always adequately secured so that it is in a safe and acceptable working condition</li> <li>• Constantly reinforce the H&amp;S culture, striving for an accident-free site. If accidents happen, ensure that First Aid is administered (where appropriate), reported to the Project Manager and recorded on SHEQ systems</li> </ul>
<p><b>Skills, Knowledge and Experience</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Financial and commercial awareness</li> <li>• Effectively manage time in order to meet deadlines</li> <li>• Professional attitude and approach to work</li> <li>• Ability to competently operate MS office (Word &amp; Excel)</li> <li>• Hold a clean UK driving licence or be in the process of learning to drive</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Up to date relevant knowledge of building legislation</li> <li>• Up to date relevant knowledge of Health and Safety legislation</li> <li>• Understanding of local government construction projects</li> </ul>
<p><b>Education and Qualifications</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• 4 GCSE Grade A -C/9 - 4, including Maths and English</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• 3 A-Levels Grade A -C plus</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• BTEC National Certificate, Diploma or Extended Diploma, preferably Construction related.</li> </ul>
<p><b>Attributes:</b></p> <ul style="list-style-type: none"> <li>• Engage with Equans' commitment to provide an inclusive working environment for colleagues when undertaking all duties and aspects of the role.</li> <li>• Confidentiality in handling sensitive data and able to work in line with GDPR regulations</li> <li>• A confident and adaptable communication style</li> <li>• A self-motivated conscientious approach but with the ability to work as a team at all levels</li> <li>• Effective organisation and planning skills with the ability to meet tight deadlines</li> <li>• An analytical approach</li> <li>• Prepared to work within a large geographical area</li> </ul>