

Site Manager Role

The Site Manager will be responsible for day to day running of site / project, working with the Contracts Manager to ensure that all client contract requirements are met.

The Site Manager will be responsible for overseeing the operations undertaken by Crown Plus directly and our supply chain partners where appropriate. Where we are working as the Principal Contractor the Site Manager will also be responsible for overseeing the safe management of all site activities in line with the CDM regulations 2015 and the Health and Safety at Work Act 1974.

The role requires an excellent understanding of general civil engineering operations, with a detailed understanding of drainage systems would be an advantage. You must also have experience of working on the high-speed road network. You will be expected to work within a highly motivated team environment and consider the requirements and expectations of our clients. You will be expected to always work in a friendly and courteous manner.

The Site Manager takes responsibility for the safety, quality and environmental elements of the work being undertaken they essentially provide the bridge between site operations and office-based management. As such the role holder needs excellent IT skills, communication skills, and the ability to lead multi discipline site teams.

They will be required to follow instructions and work programmes from the Contract Manager / Project Manager and other Operations Management and comply with site safety rules and our Health and Safety policies and standards.

Location

This is site-based role covering multiple locations around the UK, with key contracts within the Midlands (Area 7 & Area 9) and South West (Area 1 & 2)

You will be expected to work away from home for periods of time. Accommodation, night shift allowances and subsistence payments will be provided.

Responsibilities, include but are not limited to:

Health and Safety

- Ensure all work is carried out to the required specification, standards whilst ensuring all works are undertaken in a safe manner
- Complete all necessary health and safety documentation to allow works to start, i.e. 'pre-shift briefings, site specific risk assessments, point of works assessments
- Ensure that appropriate method statements, risk assessments, permits etc are in place and briefed to all affected parties (including sub-contractors) before work starts, and that the safe systems of work therein are always adhered to.
- Ensure that all operatives have the correct PPE for the works task being undertaken.
- Undertake and record weekly SHE inspections across their operations.
- You will ensure that all findings are recorded, assigned, and actioned as required within an appropriate timescale.
- Ensure safe digging practices are being always followed including the issuing of permits to dig
- Undertake service clearance in advance of planned works
- Undertake basic Temporary Works inspection for excavations etc (where required as part of the work scope)
- Deliver site specific Method Statements and Risk assessment briefings together with all pre-shift briefings including any Toolbox Talks/ Safety Briefings as required, ensuring all staff on site have received and understood the information delivered and have completed/ signed the register
- Manage all sub-contractors, site visitors, and ensure their safety during works

- Ensuring that all plant, machinery, and equipment (including hired) is fit for purpose and that the required daily inspections are carried out.
- Complete weekly plant and labour returns
- Ensure that all site operations are undertaken in accordance with agreed H&S documentation.
- Issuing of permits to dig for site operations
- Ensure all sites are left clean and tidy at the end of each shift
- Monitor working hours ensuring that excessive hours are not worked by individuals.
- Manage the interfaces between operations on site to ensure the safety of all.
- Check everyone working on site has the required level of competency to carry out their role
- Ensure all vehicle and plant checks are completed on a daily basis and before the vehicle / item of plant is used during that shift and that any defects are reported to the office.
- Ensure that all plant & machinery provided for the works are suitable, in good working order and kept clean. In addition, ensure vehicles are kept clean and tidy on the inside
- Ensure that any defective plant or machinery is taken out of service immediately and replaced as soon as possible.

General

- Keep PM / CM informed daily of any changes to works scope and programme.
- Reporting of any issues preventing works being carried out in line with tendered outputs so changes can be raised with the Client
- Plan and co-ordinate all site works/activities in accordance with the instructions of the Client, Project Manager and Contracts Manager.
- Complete Daily Diaries detailing plant and labour used, site conditions, progress of works delivered, and any incidents/ issues escalated
- Undertake works in accordance with a works programme developed by either the PM or CM.
- Ensure resource levels such as plant, labour & Materials are maintained to planned levels and inform PM / CM in a timely manner where additional resources are required.
- Complete of Daily Allocation Record
- Assist PM in the preparation of scheme as-built information
- Attend progress meetings

Commercial

- Ensure all works measure sheets are completed and returned to the PM/CM
- Undertake the survey of any identified additional works and submit reports to the commercial department for pricing.
- Ensure that any Early Warning Notices relating to the contract works are presented to the CM/PM in a timely manner
- Update scheme specific work trackers and circulate to CM/PM on a regular basis as required.

Quality

- Check that works carried out meet the requirements of Inspection Test Plans (ITPs).
- Ensure that ITP check sheets are completed and signed by the Clients representative

Skills & Experience

- Experienced Site Manager in the Highways / Civil industry
- General Civil Engineering experience, including drainage.
- Commercially aware and having a good understanding of various forms of contract.
- Comprehensive understanding of relevant Health and Safety legislation.
- Excellent communication skills, both written and verbally.
- Team player with can do and proactive attitude.
- Ability build and maintain a good working relationship with colleagues and clients alike.

Qualifications & Accreditations

- CSCS Supervisor / Gold Card
- SMSTS
- NRSWA Accreditation (Optional)
- Full clean driving license

Benefits, in return you will receive:

- 20 days' annual leave plus 8 days' bank holiday
- Pension Scheme
- Company vehicle
- Personal development and career progression opportunities
- Opportunity to work on long-term Tier 1 contracts
- Be a key team member of a rapidly developing and dynamic organisation.

To apply

To apply for this position, send your CV to info@crow-plus.co.uk

View all our vacancies at www.crown.plus.co.uk/contact-us

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