

Aldworth James & Bond

Job opportunity – Site manager

Job description—

- Delivery of works to programme
- Liaising with clients main contractor managers where required
- Implementing high level of health & safety
- Ordering and quantifying of materials ordered through project manager
- Raising internal tool and material collections and deliveries through project manager
- Tracking operative hours/time sheets
- Raising fabrication issues and required amendments
- Quality control checking
- Resource planning - order through project manager

Site manager tasks:

Daily Toolbox Talks/briefings: all operatives to include other contractors works on site as required

Daily register - checking CSCS suitability to tasks

Daily works programming with lead carpenters

Daily delivery booking

Daily health & safety checks: near miss reporting, RAMS checks, security checks

Daily applications for hot works, working at height etc

Daily variations logged and reported

Photographing/recording works

Produce weekly site reports to include labour/timesheets, hire items on site, materials required, variations - to be sent to project manager

Attendance to main contractor health & safety meetings as required

Weekly raising sub-contractor works' booking

Weekly snagging report

Weekly project meeting with lead carpenters and project manager

Weekly health & safety Toolbox Talk

Works sign off as required

Raising RFI's (drawing requests) to project manager

If you think you are the perfect candidate for this role at Aldworth James & Bond please email your CV and a short covering letter to:

hello@aldworthjamesandbond.co.uk

Thank you.