

Site Manager (MEP) Civils

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Company: AGM Construction Recruitment

Location: United Kingdom

Category: other-general

HSEQ:

Conduct one Health and Safety (H&S) Audit weekly.

Perform one Quality of Work (QOW) inspection weekly.

Ensure compliance with H&S documentation on the first day of site activities.

Oversee site set-up, ensuring noticeboards and signage align with the temporary site setup drawing.

Conduct daily briefings, providing an overview of the day's activities.

Deliver comprehensive site inductions to

employees, subcontractors, and visitors.

Approve daily site risk assessments before work initiation, with ongoing reviews throughout the day.

Verify the understanding and signatures of relevant parties on Risk Assessments and Method Statements (RAMS) before task commencement.

Maintain accurate site records, including the site diary recording the number of persons on-site, person-hours, near misses, and an accident and incident log.

Report any accidents or incidents within 30 minutes to HSEQ and the Line Manager, managing the site accordingly.

Manage the issuing, closing, and recording of site-specific permits.

Record Waste Transfer Notes (WTN's) and submit them to HSEQ.

Supervise personnel on-site, ensuring compliance with site-specific safety rules and possessing the necessary paperwork, authorization, and training for their duties.

Operationally:

Set up the site following the site setting-out plan.

Review construction drawings with the working party before commencing work, managing design amendments at the site level.

Report any drawing issues to the Contracts Manager before starting work.

Generate a weekly site report for distribution to the Contracts Manager and Project Manager.

Weekly update of the project program, indicating the percentage completion.

Attend project update calls with the client as requested.

Manage the timely calling off of project materials, reporting material gaps to the Contracts Manager.

Complete As-Built drawings for all associated works.

Ensure a smooth site handover, addressing any snagging works before client handover.

Conduct weekly plant checks to ensure

equipment fitness.

Manage the demobilization process, moving plant/equipment from the site and returning the site folder to the HSEQ department.

Commercially:

Review the project budget to understand the scope, highlighting concerns to the Contracts Manager.

Communicate any variations to the contract scope to the Project Manager and Contracts Manager before undertaking additional work.

Manage the on-hire and off-hire process for site-specific plant.

Order materials only when a Purchase Order is approved on NAV.

Purchase sundries at the site level via credit card, with written approval for up to £250, reconciling and uploading receipts to the portal.

Identify cost savings through efficiency improvements.

Essential Training or Qualifications:

SMSTS (Site Management Safety Training Scheme).

EUSR SHEA POWER.

UKPIA (United Kingdom Petroleum Industry Association).

Excellent written and verbal communication skills.

Strong interpersonal skills.

Proven track record in successful team management.

Ability to maintain confidentiality of sensitive information.

Proficient in PC skills (Excel, Word, PowerPoint, Outlook).

Capable of working under pressure and meeting deadlines.

Analytical skills to interpret data and recognize trends.

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