

Job Code 105

Site Management Trainee

Reporting to: Assistant Site Manager/Site Manager/Senior Site Manager/Project Manager

Purpose: Carry out site management tasks as delegated by the Site Manager

Achieving Results

Understanding Systems and Implementation associated with:

- Production and programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and environment

Managing the Process

To be achieved on completion of training period:

- Understand the PCAN and programme requirements of the site and assist the Site Manager in its implementation.
- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards.
- Ensure that Sub-contractors “extras” are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.
- Call off and progress material delivery, monitor quality and quantity of deliveries, record and return material and plant delivery to office in accordance with Company procedures.
- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients’ requirements.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Assist in safety management of site, liaise with Site Manager and Safety Manager.

- Deputise for Site Manager in his absence.

Serving the Customer (Internal and External)

- Represent the Company to its Clients in an efficient, responsible and pleasant manner. Deal with Client complaints promptly when needs arise. Liaise with sales representatives over all matters involving Clients' requirements.

Delivering Quality

- Monitor the quality of work to ensure technical compliance and compliance with Company quality standards, consistent with Best in Class.
- Ensure that Sub-contractors "extras" are minimised and that re-work is avoided. Ensure that site establishment costs remain within preliminaries budget.
- Ensure that site is kept tidy and that the site is presented to the public in a clean, tidy workmanlike manner.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Outlook			

	1	2	3	4	5
Knowledge of NHBC Regulations					
Knowledge of Building Regulations					
Understand structural principles					
Knowledge of road and sewer construction					
Knowledge of good trade practice					
Knowledge of Health and Safety Regulations					
Knowledge of Environmental Regulations					

Training Matrix

A training matrix for this role, which includes all the compulsory training which is required, is published on the People Development site in INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.