

Job Code: 98 **Assistant Site Manager**

Reporting to: Site Manager or Senior Site Manager

Purpose: Carry out site management tasks and delegated by Site Manager, and act as deputy

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| Achieving Results |
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- Achievement of the Service Delivery Cornerstones
- Production and programme
- Quality control
- Cost control
- Site presentation
- Material delivery and control
- Sales/Customer liaison
- Liaison with external agencies
- Health, Safety and environment

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| Managing the Process |
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- Understand the plan and programme requirements of the site and assist the Site Manager in its implementation.
- 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.
- Liaise with NHBC, Building Control, Highways and Water Authority Inspectors to ensure technical compliance and programme.
- Assist in health, safety and environmental management of site, liaise with Site Manager and Safety Manager.
- Manage LIBMS.
- Deputise for Site Manager in their absence.

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| Serving the Customer (Internal and External) |
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- 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.

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| Delivering Quality |
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- 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.

Managing People

Monitor and Feedback on Performance

- Deputise for the site management in carrying out annual and interim Performance & Development Reviews
- Control attendance

Comply with Lovell Policy and Procedures, and Employment Legislation, relating to;

- Induction
- Health, Safety, Environment and Welfare
- Absence Management
- Equality and Diversity

Regularly Communicate

- Deliver Tool Box talks and other briefings

Give and Receive Feedback

- On a day to day basis

Support Learning and Development

- Support staff to enable development in line with their PDP
- Encourage progression towards full professional membership, where appropriate

Technical Skills and Knowledge

| | Basic | Intermediate | Advanced |
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| 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 and best practise | | | |
| Knowledge of Environmental Regulations | | | |
| Knowledge of LIBMS | | | |
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