

## JOB DESCRIPTION

**Job title: SITE MANAGER**

**Main purpose of job:**

We're looking for an experienced site manager who will be working on electrical projects on behalf of the Company and will involve projects ranging from 11kv through to 132kV.

You will be responsible for managing the site and ensuring the project is completed safely, on time, within budget and to the required quality by effectively organising and managing the site activities, as well as achieving the highest levels of customer satisfaction.

**Please send your CV to: [ana@smithbrothersltd.co.uk](mailto:ana@smithbrothersltd.co.uk)**

**Main duties:**

- Overseeing day to day works on site
- Managing all aspects of Health & Safety on site on a day to day basis
- Attending meetings with the client
- Organising and writing Method Statements and Risk Assessments
- Ordering short lead time materials i.e. small power and lighting equipment, earthing materials and cable joints and terminations (assistance will be provided where necessary from the project manager)
- Reporting back daily/weekly to the projects manager and issuing weekly look ahead reports.
- Running day to day programmes and reports for the Project Manager to review
- Organising labour to its correct task
- Planning forth coming works and planning labour as required.
- Ensure that adequate site records are maintained including but not limited to Site Managers reports, daily diary, weekly labour, plant, materials and goods returned, progress photographs, site inductions, and health and safety records

**Person specification**

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> <li>- CSCS Card up to date</li> <li>- First Aid Certificate up to date</li> </ul>	<ul style="list-style-type: none"> <li>- CITB Supervisor Card</li> <li>- SMSTS Certificate</li> <li>- Mechanical Excavators</li> <li>- Manual handling training</li> </ul>

Skills and Competences	<ul style="list-style-type: none"> <li>- Proven record of management of staff and sub-contractors</li> <li>- Basic Electrical Safety</li> <li>- Risk Assessment Training</li> <li>- Numerate and good IT skills</li> <li>- Driving Licence</li> </ul>	<ul style="list-style-type: none"> <li>- Use of hydraulically operated plant and equipment</li> <li>- Signing, lighting &amp; guarding for Supervisors</li> </ul>
Previous experience	<ul style="list-style-type: none"> <li>- Works on or adjacent to the electricity distribution network</li> </ul>	
Aptitudes	<ul style="list-style-type: none"> <li>- Good attention to detail</li> <li>- Excellent organisational skills</li> <li>- Excellent communication skills</li> <li>- Self-motivated and customer focussed.</li> <li>- Leadership Skills</li> </ul>	

In return Smith Brothers Contracting Ltd provides a permanent contract and a rewarding career, plus, a forty hour standard working week, guaranteed overtime, constant training, pension contributions, 22 days holiday plus Bank Holidays, Private health insurance and Life Insurance, a safe working environment (OHAS 18001 and BS EN ISO 14001:2004 accredited) and a fully expensed vehicle.