

Position: **Site Manager**

POSITION OBJECTIVES:

To ensure that company objectives for Profit, Program, Quality, Safety and Environmental performance for each project are achieved.

REPORTS TO:

Project Manager

SUPERVISES:

Site Supervisor, Foreman, Occupational Health and Safety (OHS) Representatives, all Diploma labourers and Subcontractors

RELEVANT PROCEDURES:

Management System Manual and referenced documents

ROLES AND RESPONSIBILITIES	
1	<p>Overall responsibility for site management.</p> <ul style="list-style-type: none"> • Mobilise to site and prepare the Mobilisation Checklist • Ensures that all measuring equipment requiring calibration is calibrated • CRITICAL - Records project daily activities in the Project Diary • Controls current drawings on site with reference to the Drawing Register • Records any technical queries on a Technical Query for resolution • Coordinates and monitors subcontractor site activities with reference to the relevant Subcontract Agreements and Subcontract Scopes of Work • Attend site subcontractor meetings • Monitors construction activities and records details on the relevant Checklists • Verify that completed activities are to specification and signs the relevant Inspection & Test Plan • Prior to Practical Completion Inspection prepare a Defect List and ensures all items are completed prior to the inspection date • File all project records in accordance with the Project Filing Index • Oversee all construction activities on site • Oversee, lead and mentor all supervisors, Foremen, OHS Representatives, and all labour on site
2	<p>Programming / Scheduling.</p> <ul style="list-style-type: none"> • Ensure the contraction program is implemented • Prepare short term programs for Project Manager review prior to issue
3	<p>Financial Control</p> <ul style="list-style-type: none"> • Raises Purchase Orders for items required on site and inspect items on receipt with reference to the Delivery Docket and Purchase Order not in excess of \$2,000.
4	<p>Client Liaison</p> <ul style="list-style-type: none"> • Site Meetings. • Contractual Negotiations. Correspondence to be discussed with the Project Manager. • Monitor Technical Queries.

Position:**Site Manager****5 Safety and Environment**

- Overall responsibility for Site Safety and Environmental Performance
- Reviews the Environmental Aspects and OHS Hazards and records on the Environmental Aspects and OHS Hazards Register
- Assesses the site specific objectives and targets and the program of actions on the Environmental & OHS Program and implements the actions required
- Prepares a site specific Evacuation Plan and displays in the site office and crib room
- Where necessary references and implements the relevant Project Management Plan or Work Method Statement for specific site activities
- Ensure that all new site personnel are inducted prior to the start of any work activities with reference to client requirements and the requirements of Diploma Construction Management System
- Ensures that all site personnel enter details including arrival and departure times on the Site Access Register daily
- Ensures that all visitors enter details including arrival and departure times on the Visitors Register and are accompanied by the relevant subcontract representative while on site
- Ensures that the details of all plant and equipment on site are entered on the Plant and Equipment Register
- Prior to the operation of any plant and equipment on site, ensures that all current maintenance records are available
- Ensures that plant and equipment is checked daily prior to use and the details are entered on the Daily Plant and Equipment Checklist
- Ensure that all Crane Checklists are compiled at the appropriate frequency
- Where applicable a Plant and Equipment Hazard Analysis and a Crane Checklist are compiled
- Ensures that all electrical equipment is appropriately tagged and recorded on the Electrical Equipment Register
- Ensures that for hazardous substances brought onto the site the relevant MSDS is provided and the details of the hazardous substances are entered on the MSDS Register
- Records the details of all accidents / incidents on the Accident Incident Report including any follow up corrective or preventive actions requirements
- Reports all accidents / incidents to the Project Manager immediately
- Where required notifies Worksafe of injury or disease using the Notification of Injury Form and the Notification of Disease Form
- Reports OH&S and environmental data to the Project Manager monthly using the OH&S and Environmental Data Log
- Record all issues requiring corrective or preventive action on the Continual Improvement Record
- Ensures that all employees and subcontractors on site, where applicable, compile a Job Safety Analysis (JSA) for specific tasks and submit to the Site Manager for approval and filing prior to starting the relevant task
- Ensures that, where required, tasks are implemented in accordance with the Permit to Work (PTW) i.e. excavation, hot work etc and the requirements are referenced in the relevant JSA
- Ensures the site is monitored and inspected at regular intervals (ie weekly) depending on the complexity of the site activities to determine if the requirements of the SMP are implemented and the results are recorded on the Environmental and OHS Inspection Checklist

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Safety and Environment – cont:

- Ensure that a regular (ie weekly) tool box meeting is conducted with all site personnel and the minutes and attendance are recorded on the Environmental & OHS Meeting Report
- Where required implements the appropriate Emergency Response Plan
- Conducts random emergency evacuation drills and records the outcome on the Emergency Drill Report
- Ensures that all diesel or other fuel storage facilities on site meet the relevant standards and are appropriately bunded

6 Human Relations and Industrial Relations

- Ensure good Human Relations/Industrial Relations Management processes
- Be an absolute team player
- Oversee and control all supervisors, foreman, and Diploma Construction labour

SELECTION CRITERIA**SKILLS AND ABILITIES**

- Proven track record in Site Management for Commercial Construction Projects.
- High level communication skills.
- High level interpersonal skills.
- Demonstrated track record for handling Human Relations and Industrial Relations issues.
- Ability to lead and mentor project staff
- Team player

QUALIFICATIONS

- Prefer professional qualification in building or related Industry.

EXPERIENCE

- Prefer 8 years experience within the construction industry

AUTHORIZED BY:**General Manager****DATE: JULY 2010**