

## Position Description: Site Manager

### Reports to: Project Manager

#### Overall Responsibilities

- To “live” the organisational values of ‘Creating Opportunities, Building Communities and Empowering Lives’.
- Responsible for the direct onsite supervision of staff and subcontractors and through the application of knowledge, skills, tools, and other management techniques to meet the project requirements by ensuring that all works are constructed to contract documents and within the allocated program timeframe safely and correctly.

#### Key Duties and Responsibilities

##### **Safety, Environment, Industrial Relations and Management**

- Ensure adherence to company’s Work Health and Safety (WHS) policies, procedures, rules and standards and follow reasonable directions.
- Fulfil all Site Managers WHS responsibilities defined in the site-specific safety management plan.
- Responsible for working to the project specific WHS, environmental management and industrial relations management systems and ensuring compliance with Safety Management Plans
- Assist project managers with preparing site safety management plans.
- Participate in on-site safety meetings and action and close out any findings identified through safety audits in accordance with set times or in a timely manner.
- Consult with employees or teams under their control and IMS Administrator on WHS issues.
- In conjunction with the Project Managers, assessing subcontractor’s ability to comply with WHS requirements.
- Ensuring compliance with safe working rules.
- Identifying hazards and assessing risk.
- Initial review of subcontractors work method statements (WMS) against WMS review checklist.
- Verifying (by inspections and tests) that work areas, work methods, materials, plant and equipment comply with safety legislation, regulations, standards and codes.
- Quarantining unsafe work areas, materials, plant and equipment and managing requirements to make safe again.
- Reporting incidents and accidents and collating incident, accident and injury statistics.

- In conjunction with the Project Managers, investigating incidents and accidents and forward information to the IMS Administrator immediately and initiating corrective (preventive) actions.
- Ensuring that all site staff are aware of the company's injury management policy, procedures, program and plan.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Attend on-site IMS Administrator meetings and discuss / provide safety information and report to the IMS Administrator as required.
- Action risks identified at IMS Administrator site audits by required time frame.
- WMS monitoring since last meeting.
- Check that toolbox talks and other forms of communication, ie. subcontractor meetings are occurring.
- Undertake or ensure that inductions are up to date if performed by other site members.
- Plant and equipment registers are completed and up to date.
- Electrical equipment has been tagged and recorded in the electrical tagging register.
- Discuss changes in legislation last site meeting.
- Maintain relevant knowledge of WHS to undertake roles and responsibilities specific to the Site Manager position description.
- Act as a role model by demonstrating safe work behaviors.
- Ensure that employees or teams under their control are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Ensure that employees or teams under their control including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment. One such means is through tool box talks/meetings.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees or teams under their control are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- In conjunction with the Project Managers, assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements.
- Assist project managers with the preparing site environmental management plans.
- Ensuring compliance with environmentally sound work practices.
- Ensuring compliance with site environmental management plans.
- With the Project Managers, assessing and monitoring subcontractors' ability to comply with industrial relations laws and their employment obligations.
- Assisting the Project Manager with the site industrial relations management plans, sound industrial relations management work practices, legislation, workplace relations laws and national code of practice.
- Recognising, addressing and resolving issues/problems among/between site employees or teams under their control.
- Maintaining work standards and outlining behavioral expectations to ensure worker morale and productivity is maintained at all times.
- Enforcing Workplace Discrimination Harassment Policy - principles of workplace respect on site.

- The successful delivery of the project without disruption due to industrial relations matters.
- Promoting, supporting and facilitating teamwork and harmony between all team members by promoting and fostering a positive attitude among all team members.
- Adhere to the company's Code of Ethics and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Establish and maintain strong client, consultant, subcontractor relationships from project to project.
- Communicate effectively and cooperate with all relevant industry stakeholders.
- Represent the company at various functions.
- Participate in company training programs.

### **Project Delivery**

- Participate as a member of the construction team.
- Participate in day one construction meetings for the allocated project.
- Coordinate with the administration team and be responsible for the supervision of all site construction functions.
- Together with the construction team, . co-ordinate, review, monitor and supervise all direct and subcontract site activities and work.
- Maintain and manage records, files and documents on site.
- Assigning tasks to employees or teams under their control.
- Supervise construction staff, apprentices and the work of sub-contractors on site.
- Supervise all direct and subcontract construction work on sites.
- Identify construction details/problem, safety and environmental issues on site and advise solutions to the Project Managers.
- Train – mentor construction staff as required.
- Assist Project Managers in providing construction advice to the Construction Manager, Administration Team members and Estimators.
- Prepare submissions, reports and other correspondence associated with construction activities and the WHS management function as required.
- Responsible for following project programs and ensuring that employees and subcontractors complete works to meet program by:
  - Interpreting plans in order to direct the progress of work and monitor compliance with construction.
  - Translating general work requirements into a prioritised work plan for the employees or teams under their control.
  - Programing works to be completed as per organisation procedures.
  - Engaging with employees or subcontractors to overcome program challenges
  - Periodically reassess daily goals to meet forecasted schedules.
  - Set 2-3 weekly “target program” to complete works to a project specific set timeframe
- Attend, co-ordinate and lead meetings as required including weekly subcontractors meetings.
- Undertake all reasonable tasks as directed by the Construction Manager and Project Manager including marketing.

- Ensure all Inspection and Test Plans (ITP's) are prepared and all works completed to the requirements of trade ITP's – no works to proceed past hold and witness points without specific inspections and sign offs having been completed and to ensure that proper quality is maintained.
- Manage project finalisation to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract.
- Undertake defects walk with members of the construction team and prepare defects list.
- Provide defects list to relevant subcontractors and manage rectification by required time frames.
- All defects are attended to achieve completion by the contract completion date.
- Assist the project manager with the collection and preparation of all certifications, As-built and Operations Manuals for submission to the client within the terms of the contract.
- Responsible for the keeping accurate records to allow the project manager to prepare timely and accurate reports and assist in the administration of the project.
- Complying with all company quality systems, policies and procedures.
- Completing site diaries daily.
- Completing Site Managers logs and site reports.
- Reporting on work progress.

## **Knowledge, Skills and Attributes**

### **Knowledge**

- Company standard operating procedures and policies.
- WHS environment, environmental and industrial relations regulations, legislations and standards.
- How to read, interpret and explain building plans.
- Participate in company training programs.
- Experience working on high end mid-tier residential developments over \$10m

### **Skills**

- Supervisory Skills.
- Demonstrated technical expertise
- Responsible and completes work without close supervision
- Communication amongst all project stakeholders– oral and written
- Organisation and planning
- Time management
- conflict resolution
- Leadership
- Decision making
- Problem solving
- Coaching, mentoring, team building and motivating team members
- Adapts to and implements change
- Produces results

## **Attributes**

- Diligence and professionalism in the pursuit of their job and project outcomes.
- Assist with other duties related to their area of employment, such as assist with keeping their site office and site conditions neat and tidy and assist other employees with workloads.
- Maintain company vehicles, plant and equipment in a safe, clean and operational condition.
- Ready to take on new challenges and is willing to learn.
- Has a great work ethic.
- Can adjust to change.
- Will be a role model and one who leads by example.
- A team player.
- Takes responsibility for their own actions and the actions of their team.
- Is honest and acts with integrity.
- Self-motivated and driven.
- Is ready to take on new challenges and is willing to learn.
- Has a great work ethic.
- Can adjust to change.
- Will be a role model and one who leads by example.
- Is a team player.
- Is honest and acts with integrity.
- Self-motivated and driven.

## **Qualifications**

- Trade Certificate or equivalent.
- Has 5 years' experience as a Site Supervisor.
- Competent application of computer software MS Office, including MS Outlook, Word, Excel and Project.
- Current first aid certificate.
- Current Class C Driver License.
- General construction induction card.