

JOB DESCRIPTION FOR CONSTRUCTION SITE MANAGER

Job Title: Construction Site Manager

Department: Operations

Reporting: Project Manager

Job Summary

The Construction Site Manager coordinates with Project Manager, studying specifications and construction procedures and exercises functional authority for all scope of works and related construction activities.

Scope *(The way that the position impacts on the organization)*

The Construction Site Manager reports to the Project Manager and is responsible for providing managing all activities on a project site. Failure to provide these services in an efficient and effective manner will result in disruptions in the provision of services and may negatively brand the entire organization.

Task and Responsibilities

- Ensure that all construction activities within the designated areas are well planned, coordinated and be able to utilize all available resources in coordination with other functional Managers in directing and supervising all involved site personnel and subcontractors.
- Lead and ensure all work groups are properly guided, in close cooperation with the Project Manager, in assembling and controlling the required resources (manpower, equipment, materials and tools required) to start and sustain the work efficiency and productivity until the completion of the project.
- Inspects work in progress to ensure conformity with QA/QC specifications and requirements, Industry Codes, Standards and Procedures, client requirements and provides technical advices to resolve problems.
- Advises the Project Manager in determining the need and procurement of tools and materials to be delivered at specific times in order to conform to the workloads, plans and schedules.
- Interact with other construction areas and Supervisors, discusses and review with Project Manager the project Key Performance Indicators to determine accurate status of the project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target.

- Review reports from Supervisors, and forward to Project Manager for corrective actions if project becomes behind schedule or over the budget.
- Ensure the accurate and timely collection and recording of quality and work progress. (photos, QITP's, daily diaries, etc.)
- Ensure the weekly reporting of plans, QITP's, photos, daily diaries and other progress to the project manager via email.
- Perform on-boarding and induction relevant to procedures, guidelines, policies, etc.
- Complies with the highest level of quality, health, safety and environmental standards during all stages of project execution and pro-active with safety groups and subcontractors to promote safe and hazardous free work within the designated area.
- Liaise with SHEQ representatives to ensure functional and complete functioning of SHEQ within all activities. Assist the SHEQ manager in management of the SHEQ representatives with regards to site requirements.
- Support and assist staff with skills training programs (if required), with the aim of increasing worker skills and personnel development.
- Conduct regular performance appraisals with staff.
- Ensure that all personnel needed on site is communicated in a timely fashion with the relevant departments for processing (HR, SHEQ).
- Ensure that all equipment, plant, machinery and vehicles on site have relevant certificates, tests, services, inspections, etc. as required by client and legislation.
- Ensure all personnel on site have had the required training, induction, medicals, psychometrics, etc. in order to carry out their work.

Required Knowledge, Skills and Abilities

- Competence and knowledge in the construction and supervision thereof of OHTL.
- Competence in Construction Management skills, motivated, has strong leadership, able to encourage subordinates and other work groups to work as a team.
- Knowledge of civil and structural codes and other associated codes used in the project, excellent technical background and skills in industrial environment.
- Able to control a multi-national workforce in a dynamic situation.
- Understanding of other disciplines like Electrical, Mechanical, Instrumentation, Electronics & Communication from site activities point of view.
- Possess negotiation and influence skills, innovative, creative thinker, flexible and excellent organizer.
- Has excellent oral & written communication in English and interpersonal skills.
- Can work with less supervision and even under extreme pressure.

Experience, Education and Formal Training

Grade/ Band	Experience	Qualification/Training
C5	<ul style="list-style-type: none"> At least 5 years experience in construction site management or equivalent in related activities within the OHTL construction industry 	<ul style="list-style-type: none"> Training in SHE, Admin. & basic HR Matric Registered with SACPCMP for minimum of PrCM candidate Driver's license Code B Must have advanced skills in Microsoft Office
D1	<ul style="list-style-type: none"> At least 8 years' construction management experience in OHTL construction and maintenance 	<ul style="list-style-type: none"> Training in SHE, Admin. & basic HR Matric Registered with SACPCMP as PrCM Driver's license Code B Must have advanced skills in Microsoft Office Trade Tested Electrician / similar Degree in Operations Management or similar an advantage
D2	<ul style="list-style-type: none"> At least 10 years experience as a construction manager in OHTL construction and maintenance 	<ul style="list-style-type: none"> Training in SHE, Admin. & basic HR Matric Registered with SACPCMP as PrCM & candidate for PrCPM Driver's license Code B Must have advanced skills in Microsoft Office Trade Tested Electrician / similar Degree in Operations Management / Project Management