

<b>Job Title:</b>	<b>ASSISTANT SITE MANAGER</b>
<b>Business:</b>	<b>TW Exeter</b>
<b>Location:</b>	<b>Cornwall</b>
<b>Reports to:</b>	<b>Site Manager</b>
<b>Direct Reports:</b>	<b>Finishing Foreman and Site Operatives</b>
<b>Main Interfaces</b>	

<b>Overall Purpose</b>
<p>To efficiently manage the field operations including controlling sub contractors day to day operations and ensuring that material supplies are available in conjunction with the materials controller.</p> <p>Managing quality standards to meet customer expectations.</p> <p>Assist the Site Manager in the planning and programming of site activities ensuring the work is completed in a safe manner. Deputise for the Site Manager when necessary.</p>

<b>Key Activities</b>
<p><b>Organisation and Control of labour and sub contractors</b></p> <ul style="list-style-type: none"> <li>• Completion of weekly planning sheets to ensure the overall build programme is met.</li> <li>• Provide direction to individual contractors and contractors management to ensure quality standards are met.</li> <li>• Resolve any conflicts that may occur between operations.</li> <li>• Co-ordinate with the materials controller to ensure the availability of materials to meet the construction programme.</li> <li>• Maintain daily diary to record site events and requirements.</li> </ul>

<b>Health, Safety and Environment</b>
<ul style="list-style-type: none"> <li>• Undertake a site safety induction for all new site personnel.</li> <li>• Ensure all site personnel comply with the Construction Health and Safety Regulations 1974 as amended together with the George Wimpey Health and Safety Procedures Manual.</li> <li>• Completion of all statutory forms on a weekly basis.</li> <li>• Carry out frequent inspection of all operations to ensure they are carried out in a safe manner.</li> <li>• Ensure all operatives are working to the method statements and risk assessments submitted by the relevant sub contractors or George Wimpey management.</li> <li>• Comply with the site specific environmental action plan requirements.</li> </ul>

<b>Sales</b>
<ul style="list-style-type: none"> <li>• Liaise on a daily basis with the sales executive regarding customer options and variations.</li> <li>• Liaise with the sales executive, buying department and sub contractors regarding the supply and installation of customer choices.</li> <li>• Co-ordinating with the sales executive the resolution of customer issues.</li> </ul>

### Site Inspection

- Plan and arrange visits of National House Builders Council inspection to carry out stage inspections.
- Plan and arrange with Local Authority statutory services to carry out stage inspections.
- Accompany inspectors during the course of their visits.

### Customer Care

- Assist the site manager with the introduction of the customer to their new home at the familiarisation visit ensuring that any defects are identified and resolved.
- Ensure that at legal completion the house is defect free, clean and ready for occupation.
- Assist the site manager in regular visits to customers post legal completion to ensure the customers satisfaction with their new home.
- Assist the site manager to resolve any concerns or defects identified by the customer.

### Quality Control

- Assist the site manager in the management of the quality of work carried out by the sub contractors and materials supplied by the manufacturers.
- Undertake regular inspection of each property during each stage of the build process and complete "snagging lists".
- Issue defect sheets to relevant trades.
- Ensure all contractors work to issued drawings, company specification and trade conditions/scope of works.

### Site Presentation

- Assist the site manager applying Company franchise rules in respect of street scene etc.

### Control of Work

- Ensure that requisite waste disposal skips and tip skips are available.
- Ensure that sub contractors and direct labour separate waste in accordance with Company procedures in skips provided.

### Key Competences

- Team commitment.
- Concerns for standards.
- Self control.
- Customer focus.
- Organising.
- Perseverance.

### Key Experience

- Trade background
- Detailed knowledge of building process.
- First aid qualified.

If you wish to be considered for this role then please apply to Tim Davies, Production Director by 12 March 2010 ([tim.davies@taylorwimpey.com](mailto:tim.davies@taylorwimpey.com)).