

Job Title:	Assistant Site Manager
Business:	Taylor Wimpey Southern Counties
Location:	Highbury College, Portsmouth
Reports to:	Site Manager
Direct Reports:	Site Operatives
Main Interfaces	Site Manager, Production Manager and Production Director

Overall Purpose
<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>

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

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

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

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 Chris Ott, Production Director (Chris.Ott@taylorwimpey.com) by 12 March 2010.