



Civil Engineering Division Site Manager/Site Agent – Job Description

General Description

Based at our Gilwilly premises in Penrith and on various construction sites, you will report on a daily basis to the Contracts Director, and you will form part of our “Civil Engineering Division Team” which provides civil engineering and groundwork services to both internal and external customers.

Primary Duties & Tasks

- To deliver a high level of customer service to both internal and external customers and to ensure that expectations are met or exceeded.
- To effectively manage all members of site staff under your control, such duties to include supporting encouraging and development the members of your team to assist them in meeting objectives.
- To use your leadership skills to ensure an excellent health & safety culture, with responsibility for implementing all regulatory and company health and safety requirements and procedures for the workplaces under your control, and to ensure full compliance of those requirements and procedures.
- To ensure that both you and others work in a safe manner, and where you witness any unsafe working practice take sufficient steps to correct those practices, or if required stop work on those practices and make the working area secure until a safe working method can be adopted.
- To report to the appropriate person within the company all health & safety hazards or defects observed in the workplace.
- Where required to do so, wear all appropriate PPE in accordance with legal requirements and company policies and procedures.
- To cooperate with the company on all health & safety matters.
- To maintain good relationships with existing customers and to expand the range of customers and services in order to support delivery and improvement of the Contracting Divisions revenue budgets.
- To ensure that all contract administration and procedures are promptly and accurately undertaken.
- Where required, undertake the calculation and submission of contract tenders, ensuring that such tenders are both accurate and submitted in accordance with client requirements.



- Ensure that the appropriate resources are in place in order to allow the delivery of projects in accordance with the individual requirements of each project.
- To control the overall management of the projects under your control, including profit and loss, and managing budget constraints.
- Implement detailed project programmes which allow accurate monitoring and reporting of the projects under your control.
- In conjunction with the Contracts Manager and others regularly review the financial performance of the contracts under your control.
- To assist in the promotion of a range of ancillary services and benefits to customers and securing additional revenue wherever possible.
- To resolve and respond to any queries and complaints notified to you, such response to be in a courteous, efficient and timely manner.
- Maintain accurate administrative records.
- To be responsible for succession planning for the projects or employees under your control, in order to maintain the smooth running of the Contracting Division.
- Appraising staff performance and taking disciplinary measures in accordance with company procedures as and when required.
- To be responsible for dealing with and authorising wages and timesheets for the staff under your control.
- Visit clients, projects and suppliers as & when required.
- Attend periodic Health and Safety Meetings etc, as required.
- To willingly carry out any reasonable task as requested by a member of the management team.

Aptitude / Experience / Skills

- Be the holder of appropriate industry qualifications, including but not limited to CSCS Card and First Aid Certificate etc.
- Maintain a good eye for detail.
- Strong planning and organisation skills.
- Effective communicator and be capable of conveying information accurately, verbally or in written format.
- Demonstrate effective customer service skills.
- Demonstrate good time management skills.
- Ability of working alone and using own initiative, but also enjoy working as part of a team.
- Ability to work to deadlines.
- Computer literate, with a working knowledge of Construct, Microsoft Project & MS Office.
- Flexibility.
- Smart appearance.
- Hold a full clean driving licence.