

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Site Manager		4.1.23
<b>BUSINESS UNIT:</b>	Operations - UK	Location: Nationwide (HQ located in Alfreton, Derbyshire)	

### **JOB FUNCTION (summary of job function in a few sentences)**

Working as part of the project execution team across the UK and occasionally abroad to manage the installation and commissioning phase of large scale water treatment systems.

### **DUTIES AND RESPONSIBILITIES (technical, managerial, financial, safety, quality)**

- Overall responsibility for all aspects of site management during the installation and commissioning phase of the projects that they are delivering, within the given programme timeframe.
- Managing installation subcontractors to ensure timely completion of activities
- Ensuring exemplary health and safety practices onsite, preparing RAMS, managing health and safety briefings, collecting and reporting safety observations.
- Reporting objective installation progress to Project Manager
- Managing variation orders with contractors and miscellaneous site purchasing ensuring adherence to budgets
- Managing onsite inventory and hired plant for duration of project
- Responsible for all communications with the client during the installation phase, as well as reporting back to the Project Manager

### **SKILLS, EXPERIENCE AND REQUIREMENTS**

- Trained, skilled and competent in site management to CITB SMSTS & passed CITB Managers and Professionals (MAP) Health, Safety and Environment Test – CSCS Gold or Black card.
- Able to administer contract notices on site i.e. receiving instructions, issuing instructions, record vouchers, confirmation of verbal instructions, request for information etc
- Capable of building a relationship with the site based customer,
- Able to progress the works – taking initiative to grip situations – able to read programmes and progress,
- Able to build strong subcontractor relationships – driving them while getting the best out of them
- Agile, able to prioritise and focus on key issues eg health & safety, cost, time, quality, contract
- Experience with operation and installation of mechanical components such as pumps, piping systems, valves.
- Familiarity with installation of electrical cabling systems, PLC and instrumentation
- Successfully site managed medium sized projects in the industrial, municipal water or F&B industries
- Familiarity with standard engineering documents ie P&ID, isometrics, electrical schematics
- Working within certified quality management systems (eg ISO9001:2015)
- Excellent practical experience of industrial Health and safety with appropriate certification.
- 5+ years of water industry experience

### **Personal Skills**

- Team worker
- Experience with coordinating and managing internal and external stakeholders
- Flexibility and resourcefulness
- Independently motivated with the drive to succeed
- Excellent written and verbal communication skills
- Proven ability to motivate onsite team

**Desirable skills and experience**

- Experience within multiple industries
- Experience with Industrial or F&B Ion Exchange & RO water processes
- Experience with managing commissioning phase of a project