POSITION DESCRIPTION

Position Site Manager

Construction Manager Report to

Nil **Direct Reports**

Construction **Business Unit**

Location Auckland

POSITION SCOPE AND PURPOSE

To oversee the day-to-day construction site and ensure project is run according to plan.

Position Objectives

- To coordinate staffing, resources and work with site personnel ensuring operations run smoothly and problems are resolved.
- To work closely with the Project Manager to achieve completion of the project on time and within budget.
- To ensure a high standard of workmanship is maintained with minimal follow up work required.

KEY RESPONSIBILITIES

Health & Safety requirements are addressed in all operations and project planning

Manage all variations on a job

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company H & S policies.
- Throughout the workday H & S practice is observed and action taken if practices are unsafe
- Health and Safety responsibilities for this role are met as per Appendix 1 of this document.
- All variations are notified, and relevant information is provided to Project Manager

Oversee site foremen and sub-contractors

Keep Project Manager informed of issues both in real time and projected.

Liaise with Project Manager to maintain systems that control the purchasing of materials and building specifications.

Coordinate the supply of materials and machinery

Liaise with sub-contractors

Work with quantity surveyor and project manager to ensure that costs are kept within budget

Liaise with Staff to ensure the maintenance of machinery and tools is being carried out

In conjunction with Project Manager ensure construction work meets all quality requirements, including deadlines

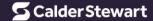
Keep complete site project files in an accurate and tidy • manner

All administration documentation associated with the construction of company buildings is completed in a timely and accurate manner.

Employees are managed as required with any issues being dealt with promptly and to provide input into employee's annual performance review process

- Employee labour is coordinated in conjunction with the Site Operations Manager to maximise work completed to agreed schedules.
- All variations are identified and managed in an appropriate manner
- Liaising with internal staff for job requirements is carried out with appropriate lead time
- Onsite material issues are resolved with minimal delays and appropriate parties are kept informed
- Subcontractors are booked in advance of anticipated requirement on site
- Effective liaison and communication is achieved with internal divisions, project managers, draughting, QS and external parties as required; people are informed and kept up to date
- The site is equipped with all the necessary and properly maintained tools
- Practical Completion and Code of Compliance are achieved within allowed timeframes, to agreed standards, with assigned use of labour and to budget
- Detailed documentary evidence is maintained on site and is readily accessible for review by Project Manager and other relevant parties
- There is a readily accessible paper trail which can be accessed by Project Manager, Construction Manager, Site Operations Manager and other divisional staff as required
- Any staff performance or welfare issues are notified to Site Operations Manager and/or People & Capability Manager as soon as they arise

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.



KEY RELATIONSHIPS

Internal

- Site Operations Manager
- Construction Manager
- **Project Manger**
- Site staff
- Administration staff

External

- Clients
- Subcontractors
- **Suppliers**
- Consultants

PERSON SPECIFICATIONS

Essential Desirable

- Competent tradesperson
- Proven experience in the Construction Industry
- Knowledge of site safety procedures and practices
- Able to guide and direct staff as requested
- Able to work within a team environment
- Ability to work at heights
- Knowledge of installation techniques for standard construction projects
- Ability to learn new procedures and techniques as applicable to Calder Stewart Construction methods
- An ability to handle information and to follow both written and verbal instruction
- Close attention to detail
- Clear communication skills and able to listen closely to instruction, and respond effectively
- Adaptable and flexible
- Capable and enthusiastic



Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong
Future – for our people, our
customers and the communities we
live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.



We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.



We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers. OWN IT. We take ownership of our wellbeing, our work and the work of our team.