

# POSITION DESCRIPTION

<b>Position</b>	Site Manager
<b>Report to</b>	Construction Manager
<b>Direct Reports</b>	Nil
<b>Business Unit</b>	Construction
<b>Location</b>	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

<p>Oversee site foremen and sub-contractors</p>	<ul style="list-style-type: none"> <li>• Employee labour is coordinated in conjunction with the Site Operations Manager to maximise work completed to agreed schedules.</li> </ul>
<p>Keep Project Manager informed of issues both in real time and projected.</p>	<ul style="list-style-type: none"> <li>• All variations are identified and managed in an appropriate manner</li> </ul>
<p>Liaise with Project Manager to maintain systems that control the purchasing of materials and building specifications.</p>	<ul style="list-style-type: none"> <li>• Liaising with internal staff for job requirements is carried out with appropriate lead time</li> </ul>
<p>Coordinate the supply of materials and machinery</p>	<ul style="list-style-type: none"> <li>• Onsite material issues are resolved with minimal delays and appropriate parties are kept informed</li> </ul>
<p>Liaise with sub-contractors</p>	<ul style="list-style-type: none"> <li>• Subcontractors are booked in advance of anticipated requirement on site</li> </ul>
<p>Work with quantity surveyor and project manager to ensure that costs are kept within budget</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<p>Liaise with Staff to ensure the maintenance of machinery and tools is being carried out</p>	<ul style="list-style-type: none"> <li>• The site is equipped with all the necessary and properly maintained tools</li> </ul>
<p>In conjunction with Project Manager ensure construction work meets all quality requirements, including deadlines</p>	<ul style="list-style-type: none"> <li>• Practical Completion and Code of Compliance are achieved within allowed timeframes, to agreed standards, with assigned use of labour and to budget</li> </ul>
<p>Keep complete site project files in an accurate and tidy manner</p>	<ul style="list-style-type: none"> <li>• Detailed documentary evidence is maintained on site and is readily accessible for review by Project Manager and other relevant parties</li> </ul>
<p>All administration documentation associated with the construction of company buildings is completed in a timely and accurate manner.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<p>Employees are managed as required with any issues being dealt with promptly and to provide input into employee's annual performance review process</p>	<ul style="list-style-type: none"> <li>• Any staff performance or welfare issues are notified to Site Operations Manager and/or People &amp; Capability Manager as soon as they arise</li> </ul>
<p>Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.</p>	

## KEY RELATIONSHIPS

### Internal

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

### External

- Clients
- Subcontractors
- Suppliers
- Consultants

## PERSON SPECIFICATIONS

### Essential

- 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

### Desirable

## Our purpose and vision

# Driven by a common purpose

### Our purpose

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



### Our vision

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**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'.

## FIND A WAY.

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

## PLAY FAIR.

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

## BE LOYAL.

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We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

## OWN IT.

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We take ownership of our wellbeing, our work and the work of our team.