

<b>Job Title:</b>	<b>Mechanical and Electrical Site Manager</b>
<b>Reporting To:</b>	Project Engineer / Contracts Manager
<b>Location:</b>	Bristol & South of England
<b>Job Summary:</b>	<p>A vacancy has arisen for a Mechanical and Electrical Site Manager. Reporting to the Contract Manager, you will be involved in the site management of Mechanical / Electrical and Combined schemes, predominately in the water industry.</p> <p>The main duties include the responsibility for the following:</p> <ul style="list-style-type: none"> <li>▪ Preparation of all relevant documentation prior to the commencement of the installation phase of contracts, including but not limited to: <ul style="list-style-type: none"> <li>• Site Management Plans</li> <li>• Risk Assessments and Method Statements for activities being undertaken by directly employed resources</li> </ul> </li> <li>▪ Reviewing and approval of subcontractors site documentation including but not limited to: <ul style="list-style-type: none"> <li>• Risk Assessments and Method Statements</li> <li>• Installation programmes</li> <li>• Test and Inspection documentation</li> </ul> </li> <li>▪ Management and control of all site activities ensuring that all work is undertaken in a safe and timely manner in accordance with all Safety, Health and Environmental legislation, all relevant contractual timescales and all relevant contract specifications.</li> <li>▪ Liaison with the client’s engineering and operational staff to ensure all KPI’s are met or exceeded.</li> <li>▪ To work alongside the Project Engineer to regularly review the progress of the works ensuring that adherence to the contract programme dates are maintained. This will include the preparation and maintenance of fortnightly look ahead programmes.</li> <li>▪ To ensure all required site documentation is completed, including but not limited to: <ul style="list-style-type: none"> <li>• Daily diary sheets</li> <li>• Daily allocation sheets</li> <li>• Records of delays and changes, including the financial implications</li> <li>• All relevant Safety, Health and Environmental documentation</li> <li>• Records in respect of Subcontractor progress and performance</li> </ul> </li> <li>▪ To undertake Site Inductions and regular Tool Box Talks for all resources visiting and working on the site.</li> <li>▪ To work alongside the Project Engineer to monitor and maintain an installation phase Cost to Complete, ensuring that site costs are monitored and controlled. This includes the monitoring of all subcontractor accounts.</li> <li>▪ Preparation of progress reports as required.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Attendance at site visits / meetings.</li> <li>▪ Preparation of estimates and quotations for minor additional site works.</li> <li>▪ Coordination and liaison with suppliers, specialist sub-contractors, in-house functions, site installation and construction teams.</li> <li>▪ Preparation of material requisitions.</li> </ul>
<p><b>Skills &amp; Qualifications Required:</b></p>	<p>The ideal candidate will possess the following:</p> <ul style="list-style-type: none"> <li>▪ Experienced in managing large schemes specifically in sewage.</li> <li>▪ An industry applicable ONC or City &amp; Guilds / NVQ equivalent</li> <li>▪ Demonstrable experience of working within the water and / or sewage industries</li> <li>▪ Relevant H&amp;S qualifications (IOSH or CITB 5 Day Site Safety Management, A relevant CSCS card and First Aid training)</li> <li>▪ A commercial and contractual awareness balanced by excellent man management skills</li> <li>▪ Working knowledge of Microsoft packages</li> </ul>
<p><b>Person Specification:</b></p>	<p>The ideal candidate will possess the following:</p> <ul style="list-style-type: none"> <li>▪ Self motivation</li> <li>▪ Be able to organise yourself and others workload</li> <li>▪ Be proactive in your approach</li> <li>▪ An excellent communicator</li> <li>▪ A high level of diplomacy and customer focused</li> </ul>
<p><b>Salary &amp; Benefits:</b></p>	<p>For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.</p>