

Job Title: Assistant Site Manager Reporting to: Site Manager

Overview:

Assisting the Site Manager with the day-to-day management of site operations, to ensure that the project is brought to a successful completion and meets the required time, budget and quality constraints.

Responsibilities will include:

- Giving instructions and supervising the site team (employees and sub-contractors) and ensuring all are working to schedule and following common operational standards.
- Ensuring the construction site and welfare facilities are kept clean and tidy.
- Checking workmanship and finishes are achieved in accordance with specifications, building regulations and health, safety and environmental legislation.
- Ensuring the site workforce adheres to the Company's quality, health, safety and environmental policies and standards.
- Completing necessary daily/weekly HSEQ forms and maintaining HSEQ records as required by the Company.
- Liaising with clients, design teams, neighbours and other stakeholders.
- Ordering materials, checking deliveries and managing the on-site storage and distribution of resources.

Experience:

- Work placement/previous operative role/s in 'live' construction environments.
- Previous experience in assisting Site Managers on construction projects.

Knowledge, qualifications, and competencies:

Desirable:

- Degree/HNC/NVQ L4 in Construction Management or in the process of working towards these
- SMSTS
- First Aid at Work
- Fire Marshall
- Appropriate CSCS card
- Conversant with current Health & Safety, CDM and statutory building regulations.

Essential:

- Full UK Drivers licence
- IT competent (use of online construction systems e.g., FieldView)



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