

SITE MANAGER

Bellapart

IDENTIFICATION

Position name: Site manager
Reports to: Project Director

REQUIRED PROFILE

Ensure Responsible for managing and supervising all Bellapart site operations including labour resourcing, material delivery, liaising with client, Main Contractor and other trades as and when required, Health and Safety, site record keeping. In addition, coordination with Bellapart project and fabrication team to ensure timely delivery of material to site or temporary off-site storage. Responsible for production of Method statements, risk assessments including COSSH and Project specific H+S plans.

MINIMUM REQUIREMENTS

- Industrial Engineer, Civil Engineer, Technical Architect or similar or 5 years proven experience of working on relevant projects.
- Minimum 5 years' experience in site management.
- Familiar with construction process from design to project delivery on site.
- Knowledge of structural design and basic knowledge of carpentry and lightweight facades.
- Knowledge of industrial engineering and lightweight structures.
- Experience in project management, cost control, procurement of resources, planning, monitoring quality.
- Good knowledge of relevant construction details, fabrication processes of glass and metals including quality control.
- Accomplished user of office software like MS Word, Microsoft Project, MS Excel and MS Outlook.
- Ability to use AutoCAD design software.
- Fluent in/or native English and French speaker or high level of Catalan and/or Spanish.

ADVANTAGEOUS CHARACTERISTICS

- Previous experience in bespoke façade design and lightweight structures.
- Proven ability to communicate clearly and concisely verbally and in writing.
- Availability to travel regularly and for longer periods.
- Basic Course PRL (60h).
- CSCS card holder.
- Preferably SMSTS or SSSTS trained.

MAIN TASKS

- Ensure and manage that the project is executed according to the costs, deadlines, quality and safety established by the company.
- Supervise and coordinate the teams involved in the project.
- Caring for the relationship and complete coordination between the company, the builder and the developer, as well as any other company that may simultaneously work in the project.
- Ensure customer satisfaction during the assembly phase of the project.
- Manage and negotiate changes in the project.
- Assume responsibility for the hiring of auxiliary resources, equipment, etc.
- Weekly report on the status of the project.
- Attend work meetings regularly.
- Ensure that suppliers comply with meet the quality, deadline and cost requirements.
- Manage and resolve incidents or conflicts between all parts involved in the project.