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**JOB TITLE**            Site Manager

**DATE**                2025

**REPORTS TO**        Project Manager

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## **JOB DESCRIPTION**

### **Purpose of role**

- The Site Manager is the person who has the primary responsibility for the direct onsite supervision of staff and subcontractors and through the application of knowledge, skills, tools, and other management techniques to meet the project requirements by ensuring that all works are constructed to contract documents and within the allocated program timeframe safely and correctly.

### **Main duties and responsibilities**

- Supervising and overseeing the direction of the project (or a package), ensuring that the client's specifications and requirements are met, reviewing progress and liaising with quantity surveyors to monitor costs
- Liaising with the client, other construction professionals and, sometimes, members of the public
- Coordinating and supervising construction workers
- Selecting tools and materials
- Making safety inspections and ensuring construction and site safety
- Checking and preparing site reports, designs and drawings
- Maintaining quality control procedures
- Finding ways to prevent problems and to solve any that crop up
- Assessing and minimising risk
- Writing reports and keeping on top of paperwork
- Helping to negotiating contracts and securing permits and licences

## **SPECIFIC TASKS**

### **Safety**

Site Managers have responsibilities on behalf of the company but must also take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons. It is their responsibility to:

- Ensure adherence to company's Work Health and Safety policies, procedures, rules and standards and follow reasonable directions.
- Fulfil all Site Managers WHS responsibilities defined in the Site-Specific Safety Management Plan
- Site Managers are responsible for the working to the project specific WHS, Environmental Management and Industrial Relations Management Systems and Ensuring compliance with Safety Management Plans
- Assist project managers with Preparing Site Safety Management Plans

- Participate in on-site safety meetings and action and close out any findings identified through safety audits in accordance with set times or in a timely manner.
- Consult with employees or teams under their control and IMS Administrator on WHS issues.
- With the Project Managers, assessing subcontractor's ability to comply with WHS requirements
- Ensuring compliance with safe working rules
- Identifying hazards and assessing risk
- Initial review of subcontractors Safe Work Method Statements against SWMS review checklist
- Verifying (by inspections and tests) that work areas, work methods, materials, plant and equipment comply with safety legislation, regulations, standards and codes
- Quarantining unsafe work areas, materials, plant and equipment and managing requirements to make safe again.
- Reporting incidents and accidents and collating incident, accident and injury statistics
- With the Project Managers, investigating incidents and accidents and forward information to the IMS Administrator immediately and initiating corrective (preventive) actions
- Ensuring that all site staff are aware of the company's Injury Management Policy, Procedures and Injury Management Program and Plan
- Assist with initiating an early return to work on suitable duties after a workplace injury
- Attend on-site Meetings and discuss / provide safety information and report to the IMS Administrator as required
- Action Risks Identified at IMS Administrator Site Audits by required time frame.
- SWMS monitoring since last meeting
- Check that Toolbox Talks and other forms of communication – ie Subcontractor meetings are occurring.
- Undertake or ensure that Inductions are up to date if performed by other site members
- Plant and Equipment registers are completed and up to date
- Electrical equipment has been tagged and recorded in the electrical tagging register
- Discuss changes in Legislation / Law since last site meeting
- Maintain relevant knowledge of WHS to undertake roles and responsibilities specific to the Site Manager position description.
- Act as a role model by demonstrating safe work behaviours.
- Ensure that employees or teams under their control are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Ensure that employees or teams under their control including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment. One such means is through tool box talks/meetings.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure employees or teams under their control are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained

## **Environmental**

- With the Project Managers, assessing subcontractors' and suppliers' abilities to comply with environmental management system requirements
- Assist project managers with the Preparing Site Environmental Management Plans
- Ensuring compliance with environmentally sound work practices
- Ensuring compliance with Site Environmental Management Plans

## **Industrial Relations**

The Site Manager is to work with the project manager for all Industrial Relations requirements for their projects within the company and foster a positive industrial relations culture and is to enforce industrial relations policies and procedures by the team to ensure a respectful and inclusive work environment. This includes:

- With the Project Managers, assessing and monitoring subcontractors' ability to comply with industrial relations laws and their employment obligations
- Assisting the project manager with the Site Industrial Relations Management Plans, sound industrial relations management work practices, legislation, workplace relations laws and national code of practice
- Recognizing, addressing and resolving issues/problems among/between site employees or teams under their control.
- Maintaining work standards and outlining behavioral expectations to ensure worker morale and productivity is maintained at all times.
- Enforcing Workplace Discrimination Harassment Policy - principles of workplace respect on site
- Ensuring compliance with Site Industrial Relations Management Plans
- The successful delivery of the project without disruption due to industrial relations matters
- Promoting, supporting and facilitating teamwork and harmony between all team members by promoting and fostering a positive attitude among all team members

## **Management**

The Site Manager directs all employees or teams under their control including construction staff – site supervisors, structures foremen, finishes foremen, leading hands, carpenters, apprentices, labourer's and any other site resources assigned to the project under their control and must work with them to ensure the core values of the company are implemented. This includes:

- Adhere to the company's Code of Ethics and business plan strategies.
- Adhere to all legislative requirements in relation to anti-discrimination, WHS, environmental and industrial relations management.
- Establish and maintain strong client, consultant, subcontractor relationships from project to project
- Communicate effectively and cooperate with all relevant industry stakeholders
- Represent the company at various functions
- Participate in company training programs

## **PROJECT DELIVERY**

### **Quality, Program and Budget**

- Participate as a member of the Construction Team.
- Participate in Day 1 Construction Meetings for allocated project
- Coordinate with the administration team and be responsible for the supervision of all site construction functions.
- Together with the construction team, to co-ordinate, review, monitor and supervise all direct and subcontract site activities and work.
- Maintain and manage records, files and documents on site.
- Assigning tasks to employees or teams under their control
- Supervise construction staff, apprentices and the work of sub-contractors on site.
- Supervise all direct and subcontract construction work on sites.
- Identify construction details/problem, safety and environmental issues on site and advise solutions to the Project Managers.
- Train – mentor construction staff as required.
- Assist Project Manager in providing Construction Advice to the Construction Manager, Administration Team members and Estimators
- Prepare submissions, reports and other correspondence associated with Construction activities & the WHS Management function as required.
- The Site Manager is responsible for following project programs and ensuring that employees and subcontractors complete works to meet program by
  - Interpreting plans in order to direct the progress of work and monitor compliance with construction
  - Translating general work requirements into a prioritised work plan for the employees or teams under their control.
  - Programming works to be completed as per organization procedures.
  - Engaging with employees or subcontractors to overcome program challenges
  - Periodically reassess daily goals to meet forecasted schedules.
  - Set 2-3 weekly “target program” to complete works to a project specific set timeframe
- Attend, co-ordinate and lead meetings as required including weekly subcontractor’s meetings.
- Undertake all reasonable tasks as directed by the Construction Manager and Project Manager including marketing.
- Ensure all Inspection and Test Checklists [ITC’s] are prepared and all works completed to the requirements of trade ITC’s – no works to proceed past hold and witness points without specific inspections and sign offs having been completed and to ensure that proper quality is maintained

### **Project Handover and Defects Liability Period**

- Manage project finalization to ensure internal defects inspection and rectification is undertaken to achieve defect free completion and that retention monies are claimed and released as per the terms of the contract. This includes:
- Undertake defects walk with members of the construction team and prepare defects list.
- Provide defects list to relevant subcontractors and manage rectification by required time frames.
- All defects are attended to achieve completion by the contract completion date.

- Assist the project manager with the collection and preparation of all certifications, As-builts and Operations Manuals for submission to the client within the terms of the contract.

#### Administration

- The Site Manager is responsible for the keeping accurate records to allow the project manager to prepare timely and accurate reports and assist in the administration of the project.
- Complying with all company Quality Systems, policies and procedures.
- Completing site diaries daily
- Completing Site Managers logs & site reports
- Reporting on work progress

### PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Has 5 years' experience as a Site Supervisor.</li> <li>• Current first aid certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working on high end mid-tier residential developments over \$10m</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Competent application of computer software MS Office, including MS Outlook, Word, Excel and Project</li> <li>• Company Standard Operating Procedures and Policies</li> <li>• Work Health and Safety Environment, Environmental and Industrial Relations Regulations, Legislations and Standards</li> <li>• How to read, interpret and explain building plans</li> </ul>
<b>Skills &amp; competencies</b>	<ul style="list-style-type: none"> <li>• <b>Customer service focused:</b> committed to providing exceptional customer service across all channels – written, phone and face to face.</li> <li>• <b>Communication:</b> the ability to communicate clearly and concisely, varying communication style depending upon the audience.</li> <li>• <b>Attention to detail:</b> excellent attention to detail and written skills when communicating with others, both internally and externally.</li> <li>• <b>Commerciality:</b> ability to apply knowledge in a practical, commercial manner.</li> <li>• <b>Teamwork:</b> willingness to assist and support others as required and get on with team members.</li> <li>• <b>Time management/organisation:</b> accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.</li> </ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Professional approach.</li> <li>• Ability to work under pressure.</li> <li>• Confident manner.</li> <li>• Positive approach to change.</li> <li>• Supervisory &amp; Leadership Skills.</li> <li>• Demonstrated technical expertise</li> <li>• Responsible and completes work without close supervision</li> <li>• Conflict resolution</li> </ul>

- Decision making & Problem solving
- Coaching, mentoring, team building and motivating team members
- Adapts to and implements change
- Produces results

**Other**

- The Site Manager is responsible for leading the on-site construction team, to inspire and promote a positive can-do attitude with consistency, commitment for the company, personal presentation and self-respect and accountability.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date