

**Job Title** Site Manager  
**Location** Site  
**Reports to** Project Manager

## About the Company

Gloster MEP Ltd are a dynamic driven Mechanical and Electrical Contractor, known for delivering building services solutions to Commercial, Residential and Refurbishment sector. We pride ourselves on providing a true Engineering solutions at optimal quality.

Our success is based on experience, it is only with experience that skills become reflex which enables our team to apply expertise and perform at their best even at the most challenging projects. Here at Gloster MEP we balance commitments to ideas of quality & innovation with real world's commercial imperatives.

## Role Scope

Reporting directly into the Electrical Project Manager, the Electrical Site Manager will assist in implementing and deliver projects according to programme, budget and quality. The Site Manager is expected to maintain the company's standard of work in all duties, especially to manage our clients expectations so as to create a positive perception. Have great communication skills and able to work under with tight deadlines this is a fantastic opportunity to join a rapidly growing and progressive organisation.

## Personal Qualities

To be a successful Site Manager at Gloster MEP you will be driven to deliver quality projects, you will take pride in your work, will be competitive and hungry for success. With a willingness to take ownership and responsibility for your projects and the teams working on them you understand that building and managing relationships is key

## Technical Skills

- You Will Have a Trade, Plumbing / Pipe fitter/ Ductfitter / Electrician You will have City & Guilds as a minimum
- You will have a proven track record of carrying out a similar role
- You will have SMSTS CITB (SSSTS) - Site Supervisor Safety Training Scheme
- You will have an intermediate knowledge of Microsoft packages – Word, Excel and Outlook.

## Job Purpose

You will have a responsibility for the successful project delivery in line with your Project Manager.

- Manage installation of packages to drawings and specification
- Review of the Scope, Produce RAMS Documents where required
- Assist the Project Manager with issuing technical Submittals of all Equipment / Packages under guidance of Project Manager
- Report on site progress to PM
- Produce and manage two weeks look aheads.

- Managing Sub Contractors to maintain programme targets
- Manage all Health and Safety on site to include Toolbox Talks
- Quality Control, Produce and Issue quality control documents, snag sheets and follow through to sign off
- Assist with Commissioning and Handover
- To provide weekly progress reports to your PM on site progress and Health and Safety status reports on a daily basis.
- To work with and maintain the existing company project processes.
- To develop and maintain due regard for safe working practices on site and report any breaches of Health and Safety to the Health and Safety Officer and responsible site person
- To work closely with the Client to ensure all work is carried out correctly and within the allocated time.
- To maintain all required site documentation/permits/Plant registers etc.
- To ensure all equipment including Laptop, iPad provided to you are kept secure and in good order. Ensure equipment is up to date and calibrated.
- All your office and site activities will be client facing and as a result you are our representative to the client. At all times you will be expected to maintain a professional appearance and manner, be punctual, helpful and courteous to clients, colleagues and other contractors on site maintains all required site documentation/permits/Plant registers etc.
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### **General Company Requirements**

- To observe and abide by the Company's personnel policies
- To observe and abide by the Company's Health and Safety policies

### **Key Result Areas**

- Provide the Project Manager with reports weekly
- Professional customer liaison with project witnessing resulting in successful project completion
- Maintaining or improving the project financially by contractor analysis. Ordering of materials in line with Bulk Orders placed by your Project Manager, better buying where possible and take an active role in limiting material wastage.
- Teamwork
- To work above and beyond when required to delivery projects to successful completion.
- Undertake any necessary training to ensure efficient completion of your job
- To always cultivate and maintain a professional image

The key result areas listed above are not exhaustive and are intended to be continuously developed as part of your personnel development plan through your annual appraisal where Key Performance Indicators (KPI's) and Objectives will be set.