

Job Description

Construction Manager



Reporting to: The Directors (or Construction Director where necessary)
Description: To perform the duties as detailed below
Hours: 39hrs per week, Monday to Friday
Location: Head office currently Weybridge, Surrey but relocating to near Woking in 1st Qtr. 2020.

The Company:

Management & Construction Services Limited are a successful and well-established professional construction company operating across the public and private sector on a variety of education, ecclesiastical, commercial, residential, industrial and general commercial projects generally ranging in value from £400,000 up to £10 million with an average size contract in the £2-7million range. We do cater for smaller projects below £400,000 for select clients only.

We have extensive experience in our preferred market sectors and offer our clients in depth industry experience, professional solutions and consistent focused project delivery. We take great personal pride in our projects with hands on Director involvement in all projects and this is clear to our clients.

Because of this we are seeing a very strong demand for our services from our key sector clients and are growing organically which will see turnover increase to £25-30million over the next couple of years and then look to profitably sustain the business at that turnover level.

We have completed some fantastic projects over the years and a growing number are either being shortlisted or winning national awards and our reputation in the industry is also expanding.

We have strong reputation for collaborative and focused project delivery, especially on the more technically challenging projects and design and build sector which has seen MCS sustain a 100% referral rate from past clients and consultants since 2010.

A growing number of clients see us as their preferred construction partner.

That places our business in a great position to capitalise on the growing number of opportunities but we recognise that we must also carefully grow our infrastructure as well and this includes key appointments in key places of the business to allow the company to grow as planned in a select and carefully managed way.

Our trading area generally covers all of Surrey and neighbouring counties including some limited works in central London. We try and keep projects within a 60-mile radius of the office if possible.

As the name implies, we are all about managing the construction process and we place a high emphasis on the level of service, we provide and the end quality of the completed project to our clients and consultants.

We undertake traditional and design and build projects with a high proportion of negotiated work and we have recently been successful on a 3-year public sector Framework.

The company is privately owned by hands on fully involved Directors and shareholder. We are successful and profitable company, with a good credit rating and have a healthy balance sheet.

Currently we operate from our head office at Weybridge, a property owned by some of the directors, The company is currently in the process of relocating to larger premises near Old Woking.

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As a past Investor in People accredited employer, we value our staff highly with a very loyal team and do provide a good level of ongoing training, welfare support and social activities. All employees have free annual occupational health checks and staff appraisals.

Current staff levels are around 30 with an office staff of approximately 13 but will increase to nearer 40 in total with an office staff of 17-19.

Specific Duties will include:

Working as part of a team with other MCS staff, site operatives, clients, consultants, sub-contractors and suppliers. Always looking to work in a collaborative manner to achieve positive results.

To manage all site managers and work on site effectively, economically, safely, profitably, on time and to a high-quality standard. You will need to demonstrate that you have experience in managing labour and sub-contractor requirements, operational costs, build commitment and lead your team. You will be committed to safety and quality. Above all you will need to be customer focused and driven, so you can meet the demands of the position. The desired result is to produce good quality products on time a profitable resulting in satisfied clients. Our reputation for quality and professionalism must be kept foremost in our client's minds.

Key tasks necessary will be:

- Taking a job from tender to completion
- Leading regular site meetings with architects, quantity surveyors, building services engineers, foremen, sub-contractors and clients.
- Maintaining strict quality control procedures – this necessitates the regular testing of materials, visual inspections of work and frequent tours of the site.
- Oversee regular site safety checks
- Ensuring the project runs to schedule and to budget, and finding solutions to problems that may cause delays, e.g. late delivery of materials.
- Maintaining schedules, cost, safety, overseeing sub-contractors and own labour and maintain relationships with architect, client and their representatives.
- Construct projects in accordance with the plans, specifications and best practice.
- Network and cultivate positive client relationships to increase bid opportunities in the future.
- Overseeing the site operations and reporting to the Construction Director at regular stages.
- Take responsibility of safety, supervision and progress monitoring of on-site sub-contractors and own labour.
- Ensure that all operations on site are running smoothly and the trades are adhering to site safety regulations and be available for out of hours emergency contact.
- Provide timely and accurate progress and information required schedules along with programme reviews/updates on a regular basis to suit the project requirements.
- Work within the project budget. Support staff will be allocated by agreement dependent upon the nature and timescale of the project.
- Plant and site accommodation will be selected in agreement with the Construction Director.
- To work with and comply with all office procedures and protocol.
- Drawings
 - Contract issue and send to subbies and site
 - Review
 - File
- Site Set Up
 - Arrange all site set-up
 - Construction phase plans

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- Scaffold enquiries
- Pricing material
- (STATS) BREEAM and SWMP and BCO review. Planning and start enquiries
- Material
 - Pricing and ordering
 - Checking invoices
 - Pallet contract
- Sub-contractors
 - Meetings pre-start
 - Issue drawings and information
 - List subbie and supplier packages
- Info
 - Provisional sum limit and control
 - Info required contact
 - Program and progress reports

Limit of authority:

- Authority to commit limited financial resources
- Authority to recruit site-based labour and operatives
- Authority to dismiss/suspend site-based labour and operatives, but with reference to a Company Director and the company's disciplinary procedure.

Qualifications and training required

- SMETS, First Aid , CSCS , CIOB site diploma
- Ideally previous general contracting site management experience of at least 5 years
- Possibly CIOB or working towards
- Ideally Construction related HNC or higher
- DBS (CRB) checks are undertaken on all staff

Key skills

- Knowledge of building, material components, building regulations and H & S
- Management skills – programming, planning and multi-tasking
- Word processing and computer skills for record keeping and report writing
- Knowledge of contractual procedures and responsibilities
- Knowledge of Health & Safety regulations and safe methods of work
- Good negotiation, influencing and communication skills, well spoken and personable: able to get on with diverse personalities
- Strong analytical, numerical, literacy and reasoning abilities
- Good organisation skills and attention to detail
- Confident, resourceful and practical
- Evidence of maintaining a professional, consistent and fair approach
- Self-motivated with the ability to work with a team or alone
- Ability to motivate and manage staff
- Driving license holder – clean license
- Personal commitment to equality and diversity
- Good IT Skills
- Ability to use document control software (after training provided)
- Project delivery and satisfied client facing focus
- Ongoing training and education to eventually attain professional qualification, CIOB or RICS.
- Good technical knowledge and desire to learn more.

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- Good English and Maths Grades
- Excellent written and verbal communication skills
- Ability to manage several projects simultaneously and work in fast moving environment
- Good understanding of basic law and standard construction contracts
- Good time keeping and working to strict timetables.

Personal Characteristics:

- Smart appearance
- Confidence
- Client & Consultant interaction
- Astute
- Excellent Grammar & numeracy
- Analytical
- Good IT Skills
- Attention to Detail
- Creativity
- Good telephone manner
- Enthusiastic
- Sociable
- Positive personality & proactive
- Focused
- Good listener
- Good time keeping
- Quick learner
- Stable employment background
- Not afraid to ask questions
- Ability to work on own initiative and as part of a team when necessary.
- Ability to work under pressure and strict deadlines
- Ability to multitask
- Sense of Humour

Employment benefits include:

- Market competitive salary
- Up to date IT equipment & software
- Good working environment
- Four weeks paid holiday, plus Industry Christmas shutdown days (variable from year to year)
- All Bank Holidays off.
- Annual Appraisal
- Pension scheme (after qualifying period)
- Discretionary bonus
- Annual health wellbeing checks up
- Good working environment & friendly positive team
- Staff CSR & social events
- Ongoing approved training
- Career advancement opportunity
- Car Allowance or Company Car
- Career Progression opportunities.