

JOB DESCRIPTION

POSITION TITLE:

Site Manager

DEPARTMENT:

Construction

INCUMBENT:

REPORTS TO:

Senior Project Manager

DATE:

October 2024

GENERAL FUNCTION:

Leads the on-site construction team through the project life-cycle for the planning, budgeting, scheduling, and tracking of a project plan.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for daily leadership on a project site
- Responsible for managing project schedules, subcontractors, material deliveries, and clients from start of project through completion
- Conduct weekly site meetings with subcontractors, as required.
- Complete daily reports to include activities, photos, subs, quantities, etc
- Maintain and build strong relationships with existing and new subcontractors
- Have a proficient understanding of permitting requirements for local jurisdictions on project design and implementation.
- Develop and implement site management controls, processes, and procedures.
- On-site full time, or as necessary.
- Coordinating quality control inspections and addressing any open deviations.
- Evaluate and assess the results of a project and implement changes for improvements.
- Manage teams or work independently on projects in a rapid growth environment.
- Promote a positive, safe worksite with emphasis on OSHA safety requirements and Personal Protective Equipment (PPE).

