



# 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).

### PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee is regularly required to use hands and fingers, handle, or feel; reach with hands and arms; climb or balance; and talk or hear. The employee frequently is required to stand, walk, stoop, kneel or crouch. The employee is required to sit. The employee must regularly lift and/or move up to 10 pounds, and occasionally move up to 50 pounds. Employee must be willing to work in varying weather conditions and temperatures. Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

#### WORK ENVIRONMENT:

Characteristics of the work environment are representative of those that may be encountered by an employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

We understand and mut the job to be performed.	,	description and supplement represe	ent our agreements as to
		Supervisor	
Employee	Date		Date