

JOB TITLE: Site Manager - Construction

LOCATION: Based Thetford

REPORTS TO: Chief Engineer

RESPONSIBLE FOR: New Build Plants and Existing Plant Extension Projects Construction Phase

INTERACTS WITH: UK Management Team, Site 2ICs and Contractors

HOURS OF WORK: 0830 to 1700 Mon-Fri with 1-hour breaks (37.5 per week)

CONTRACT: Temporary Contract 9 – 12mths



JOB PURPOSE

To assist the Chief Engineer and Project Engineers with the execution of new build plant projects and existing plant extension projects in the UK

The focus is on effective management of contractors that are employed to execute groundwork, civil, structural, mechanical, and electrical works on company sites with the objective of safe and timely delivery of projects to agreed quality standards.

This is mainly in connection with the increase in APCr processing capacity for the company. The main project in Wretham (Thetford) is an extension to an existing operating plant. The site will remain fully operational throughout the project. This is scheduled to be completed in August 2025.

KEY DUTIES

Fulfilling the CDM Regulations Duty Holder Role of Principal Contractor on behalf of the company on projects within operational sites.

Operating existing procedures for the daily authorization and permitting of contract works.

Monitoring Safety and Quality of works in execution and taking corrective actions on non-conformities.

Maintaining records of all activities and resources employed on works in execution.

Contract administration, assessment of valuation of works in progress, progress reports for management.

Preparation of Requests for Quotation for works of smaller scopes and values which fall outside Main Contracts.

Assisting Project Engineers with commissioning new works until "Take Over" by Operations.

Proactively promoting Safety and Health on project and operational sites by personal example and zero tolerance of unsafe acts and conditions.

Review of Lessons Learned with Engineering and Projects Manager/Project Engineers.



ISO 9001
ISO 14001
ISO 45001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX
+44 (0)1842 812 229 - info@oco.co.uk - oco.co.uk

O.C.O Technology Ltd. Registered in England. Company No: 07247345
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU



ESSENTIAL REQUIREMENTS/SKILLS /EXPERIENCE

Minimum five years' construction project experience in heavy industrial environment.

Detailed knowledge of CDM Regulations and their practical application.

Management of Contractors.

Risk Assessment.

Reading CAD drawings with viewing tools.

Reading reinforced concrete drawing notation and ability to identify non-conformities in site practice.

Full UK Driving License.

Willingness to work away from home for extended periods.

Ability to work with limited supervision.

Flexible approach, comfortable with smart working using voice and video conferencing and "paperless" office making maximum use of Cloud computing.

Confident verbal and written communicator at all levels of organization.

Numerate, ability to critically analyze information and provide meaningful reports.

Task Planning.

Beginner level Microsoft 365 applications.

CSCS Supervisor or Manager Card.

DESIRABLE SKILLS / EXPERIENCE

NEBOSH General or Construction Certificate.

