highways

JOB DESCRIPTION

JOB TITLE: Site Agent

GRADE: 8

REPORTING TO: Senior Agent

RESPONSIBLE FOR: Supervision of highway and construction works including operatives and subcontractors.

JOB PURPOSE: To supervise the efficient and effective running of Operational activities meeting all safety, environment and quality obligations.

KEY TASKS AND ACCOUNTABILITES:

- Supervise and promote safe working methods.
- Ensure all safety procedures carried out.
- Ensure toolbox talks and safety audits are completed in accordance with company procedures.
- Ensure site inductions are carried out to all site personnel including sub-contractors and Client staff.
- Assist with the development of Health and Safety Plans (Construction Phase) where appropriate.
- Ensure risk assessments are identified and put in place proper control measures and the appropriate methods for safe practice.
- Ensure any incidents are reported and recorded within the correct process and timescales
- Work with clients to agree programmes and accounts.
- Order the efficient use of plant and materials on daily basis.
- Carry out site supervision and ensure works completed on time and to specification.
- Record site measurements and ensure valuations are generated within the agreed timetable.
- Undertake site inspections prior to work starting.
- Assess traffic management requirements and comply with all TMA noticing.
- Collate cost information and enter into the electronic system on a daily basis.
- Meet financial targets as set on individual schemes.
- Maintain accurate records of site activities in the form of an Allocation sheets daily.
- Ensure Daily Allocation sheets are accurately completed.
- Manage daily plant check sheet.
- Manage daily vehicle check sheet.
- Check weekly plant returns and amend where necessary.
- Produce and monitor works programmes.
- Attend and participate in work team meetings
- Ensure daily diary records are logged and kept
- Ensure Appraisals of all operatives are carried out within the company prescribed timetable.
- Actively foster a positive staff morale
- Willingly carry out any reasonable task as requested by a member of management
- Ensure Daily Briefings to all operatives and subcontractors are carried out.

MEASURES OF SUCCESS:

- Safety performance measures in line with safety objectives.
- Financial returns in line with targets.
- Timely provision of information to enable deadlines to be met.
- Accurate accounts leading to prompt payment
- Minimal plant and vehicle damage costs.
- No accidents or injuries.

SERVICE STANDARDS:

- Promotion of company core values.

- Hands on and active support for colleagues
- Professional and tidy appearance
- Courteous and prompt response to all stakeholders.
- Ensuring agreed deadlines are met.
- Efficient site working due to preparation and programming
- Minimal wastage of materials
- At all times being safety conscious.
- Ensure all company and site rules are complied with.

ADDITIONAL INFORMATION:

- Introduce new starters and Apprentices into site operations, clearly allocating supervision responsibilities and establishing working restrictions.

PERSON SPECIFICATION – *Site Agent*

	Essential	**Desirable**
Education	*Good general education*	*Graduate Engineer in Civil Engineering or possess a HNC in Civil Engineering or NVQ4*
Experience	*Minimum 5 years' experience in highway construction as a ganger or equivalent or related activities.*	*Good knowledge of NEC forms of Contract.*
Personal Skills/Qualities	*Good communication skills* *Commitment to partnering* *Commitment to high quality service* *Awareness of all company operating and safety procedures* *Good understanding of Quality Assurance* *Working knowledge of The Manual of Contract Documents for Highway Works* *Competent IT skills and computer literacy using* *MS Office* *MS Outlook* *MS Project* *Financial Systems (Sage or similar)* *Operational systems (Symology or similar)* *Enthusiastic, team player* *Flexible in terms of hours worked and attitude*	
Physical Attributes	*Previous good attendance*	
Contra Indicators	*Inflexible*	