



## JOB DESCRIPTION

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<b>Job Title :</b>	<b>Contract Manager</b>
<b>Location :</b>	<b>Scotland (England) – Cambridgeshire / Birmingham / Peterborough Area</b>
<b>Reporting to :</b>	Construction Manager
<b>Responsible for :</b>	Maintaining, programming and managing on-site teams to ensure quality timber frame structures are erected.

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### **JOB PURPOSE :**

To ensure the efficient management of sub-contract timber frame erection squads and ensure they are performing to the highest possible standards, on time and line with predetermined cost.

To actively encourage safe working practices on site and to identify potential areas of improvements.

Oregon Contract Management are the on-site construction division of Oregon Timber Frame Limited, they are responsible for ensuring on-site construction of a quality produce, safely and within timescales and budgets set. They work closely with the Commercial and Production Departments to ensure customer satisfaction.

The Department also ensures the company's policy on Health & Safety and the requirements of Health & Safety Legislation are met and safe working practices are actively encouraged throughout.

To undertake any other duties and responsibilities that are within the scope and job purpose as requested by your Line Manager.

### **KEY RESPONSIBILITIES :**

- To comply with Company policies and procedures.
- Supervise and co-ordinate on-site erection squads to ensure an efficient method of build to the required build programme agreed by each Site Manager.
- Communicating and scheduling work with Site Manager and ensure targets are achieved and work is to the high quality expected.
- Ensure craneage requirements co-ordinated timeously.
- Effective daily use of Company information systems and databases.
- To comply with the Company's H&S policy and complete the relevant documentation required on a regular basis (method statements/risk assessments/lifting plans etc).
- Liaise with various departments within the Company to ensure the highest possible customer care performance/satisfaction and complete all the relevant inspection documentation.
- To continually monitor the product quality in line with the quality procedures in place and to assist in the continuous improvement of our product and service.
- Continually liaise with production departments to ensure up to date activities on site are communicated and any changes to programmes documented.

- Ensure prompt collection and sign-off of customer conformity sheets in line with finance department requirements.
- Ensure timeous signing off of structural frames and forwarding of paperwork to the relevant department.
- Have personal drive with ability to achieve.
- Train, mentor and monitor junior members of the contract management team, as and when required.

**KEY PERSONNEL SKILLS :**

1. Excellent communication skills.
2. Basic understanding of computer usage in word and excel in particular.
3. Have good knowledge and hands-on experience of modern methods of construction in timber frame.
4. Committed with ability to demonstrate organisational and interpersonal skills.
5. Personal drive with a “can do” attitude.
6. Ability to work effectively with minimal supervision.
7. Ability to identify and resolve problems in a timely manner.
8. Commercial awareness and ability to focus on ensuring total customer satisfaction.

**DESIRABLE SKILLS (training can be provided if required)**

- Strong working knowledge of joinery and timber frame erect sequences.
- Experienced in supervising and managing people.
- A sound appreciation of Health & Safety practices on site.
- Experience of working with cranes to erect timber frame kits.

**WORKING RELATIONSHIPS :**

Effective working relationships are an essential part of daily working life in Oregon :-

Internal – All colleagues within all departments.

External – Customers, sub-contractors, suppliers, NHBC and HSE.

**DECISION MAKING :**

- Matters relating to on-site erection squads.
- Craneage requirements out with tolerances.
- Delivery scheduling in conjunction with the production department.
- Programming/movement of kit delivery dates.
- Actions required ensuring company are carrying out duties responsibly under the Health & Safety at Work Act or associated legislation.

**QUALIFICATIONS**

- Minimum of 5 years Joinery experience.
- Crane Operations Certified to either Lift Supervisor and/or Appointed Person level
- SMSTS
- Valid CSCS card – professional level.
- You must have a current driving licence and use of a personal car for work related usage. The car must be insured for business use

*This job description is current at the time of issue. Variation may occur to these duties to reflect changes in, or to, company procedures and will be advised to you by your line manager.*