

JSD is seeking an **Assistant Site Manager** to join its team. The location of the position will be in various locations nationwide depending on projects, with the head office located in Portlaoise, Co. Laois. The position will report directly to the Site Manager and/or Contracts Manager.

#### **Primary Responsibilities of the Role:**

- ) Assist the Site Manager.
- ) Monitor H&S and ensure compliance by all with H&S regulations.
- ) Monitor construction, with regard to quality of workmanship and materials, ensuring compliance with drawings, specifications, building regulations and good building practice.
- ) Co-ordinate construction of projects to meet programme and to ensure handover of project / any phased handover, on time.
- ) Manage and direct site staff and all subcontractors.
- ) Co-ordinate and liaise with Site Manager, Site Engineers and Services Co-ordinator to ensure that all subcontractors and site personnel have timely and accurate information.
- ) Check and understand all drawings and specifications. Ensure that any errors / omissions are formally communicated to the Design Team in a timely manner.
- ) Ensure that the Design Team members supply all requested information on time.
- ) Assist in the production and revision of the contract and sub-programmes with the SM.
- ) Ensure that the general site, compound and boundaries are set up and maintained in a good, tidy and presentable condition throughout the project.
- ) Performing the duties required by the QEHS Management System.
- ) Assist the SM, Eng, Servs. Co-ord, QS, HO and Design Team, to ensure timely provision of essential reports, records, information and services G i.e. site diary and photos, plant and labour allocation sheets, RFI:s, CVI:s, Contractors Reports etc.
- ) Notify Project SM and Project QS of any possible additional works immediately. None to proceed until costs agreed and AI issued.
- ) Procurement
  - o Assist in the preparation of subcontractor and supplier appointment schedule for Project QS to ensure both are procured in a timely manner and prior to being required.
  - o Project QS to obtain quotations for materials and advise site team on the preferred supplier.
  - o ASM to ensure materials comply with specifications and are approved by the DT before ordering.
  - o ASM to site measure and place materials order by generating a PO on Purchase Control.

#### **Skills and Qualifications**

- ) 3<sup>rd</sup> Level Qualification in Engineering or Construction Management
- ) Excellent Computer and Communication Skills
- ) Safe Pass / Manual Handling

Managing Safely in Construction training will be provided.

Applications are invited in the strictest of confidence. JSD is an equal opportunities employer.

***Please forward applications to [info@jsdcontracting.ie](mailto:info@jsdcontracting.ie)***