



Job Description: Trainee Site Foreman / Manager

As a Trainee Site Foreman / Manager you will be taught to manage, oversee, and plan all works associated with various types of construction projects, from the outset until completion. You will have to work in line with the company's ISO 9001:2008 Quality Management Systems to which full training and support will be provided. You will be assigned to work with various experienced site managers, so you gain hands on knowledge.

You will be trained to carry out the following;

- Various types of constructions methods.
- Monitoring and overseeing work on projects.
- Planning and ensuring works are completed to the highest of standards and in line with the construction phase programme.
- Understanding and interpreting drawings, specifications, and Bills of Quantities.
- Being able to communicate well in a written and verbal manner, including inductions and explanation of work; working with all staff, from site workers to directors, in a professional and fair manner; working closely and maintaining good working relationships with members of your site team at all times.
- Ordering and overseeing deliveries and recording of materials and plant delivered to site.
- Resolving any problems which arise during the construction of the works.
- Consulting with architects, engineers, surveyors, clients, planners and other professionals and specialist consultants.
- Ensuring that work completed complies with building regulations, health and safety legislation and other relevant legal requirements.
- Completing all relevant weekly paperwork associated with the site and project, including recording, and requesting information on RFIs, CVIs and day work sheets.
- Attending monthly site meetings, LIONs meetings and reporting on the progress of works to the project team and client.
- Working in line with the company's ISO 9001:2008 Quality Management System, SOPs, and quality control procedures.
- Overseeing health & safety aspects on site and conducting daily safety checks, along with completion of weekly safety report and induction of site workers.
- Having a clear understanding of all works involved, ensuring they are fully complied with during the works and correct procedures always followed.
- Procedures for Reporting and recording any site incidents, dangerous occurrences, accidents and near misses on site and reporting these to the appropriately to the project team.
- How to work as a team member and clear guidance as to your role as part of the team.



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Skills

You will possess the following skills:

- We are looking for an initiative-taking person that is interested in pursuing a career in construction, with a willingness and interest to learn about the construction industry.
- The ability to fit in well; work as a team member, use your own initiative and be enthusiastic in your work.

We will help you to develop and learn the following skills

- Improve your understanding of diverse types of construction, building regulations, as well as CDM regulations and other health & safety construction related elements.
- Reading of architectural drawings and understanding the construction process. General IT Skills and software knowledge used in the industry.
- Improve and develop your communication skills and working attitude towards clients, architects, subcontractors, colleagues, etc.
- Improve your understanding of building law and regulations, as well as health & safety matters, insurance, and contract law.

Qualifications/Requirements

- A minimum of five GCSE's (or equivalent) at grades C or above including English & Maths
- Following a 3-month probation period you will be enrolled into college on a construction related course such as Level 4 Apprenticeship Standard Construction Site Supervisor
- You will also be trained in Health & Safety elements
- On completion of your apprenticeship you will be a fully credited site Foreman / Manager with associated CSCS Card.

Salary

This will be based on existing experience and Apprenticeship scheme requirements at time of employment.

Working hours and Environment

Working hours are 8.00am – 5.00pm Monday to Friday (or 7.30am – 4.30pm) with 2no 30-minute breaks at 10am and 1pm. You may be required to work the occasional late evening or weekend. You will be primarily site based.