

SITE MANAGER

BASIC FUNCTION

The basic function of a Site Manager is to have over site on all site construction activities ensuring safety, quality, schedule and financial goals of assigned projects are achieved. S/he is responsible for proactive management of trades and inspectors and works closely with the Project Manager and coordinator to ensure the entire Flat Iron team is on the same page with regards to the project. They are to lead and execute on site including schedule, quality and safety.

RESPONSIBILITIES

Trade Management:

- Conduct a start up meeting with trades on site including review of drawings, questions, plan of attack, PO issues and project schedule.
- Proactively book trades to be on site always planning a minimum of 2 weeks in advance and documenting the plan for review with Lead Site Manager. Dedicate time on Monday to trade coordination calls and follow up email within a minimum of a 2-week window.
- Proactively manage all trades identifying expected issues, long lead items and barriers and developing a proactive approach with Lead Site Manager.
- Act as first point of contact with trades including review of drawings, review of changes, identifying status on long lead items and monitoring quality and completion.
- Ensure area for trade work is complete and prepared to avoid conflicts between trades.
- Provide evaluation of all trades post project so it can be incorporated into future bidding strategies where possible (processes to be developed).

Schedule Management:

- Ensure all materials are on site to complete a task, or scheduled to be delivered, prior to the confirmed date of trade arrival.
- Enforce the project schedule with trades through proactive management and escalation where required.
- Adjust work schedules as needed to meet all project deadlines. Notify the PM / PC immediately of impact on project milestones.
- If issues arise impacting milestone achievement, work with PM to resolve issues on site including rescheduling a trade, fast tracking work, calling in for additional manpower, altering sequencing.
- Submit labour requests and work orders to Lead Site Manager for approval a minimum of 1 week in advance of requirement.

Quality Control:

- Walk the site weekly with the designer ensuring tasks such as layout is correct and identifying any issues with trade workmanship to proactively address deficiencies.
- Schedule and attend building inspector walk throughs on the project to check for unforeseen problems that may arise. Communicate outcomes to the PM/PC. Site Managers must be present with trade for ALL Inspector walk throughs.
- Review all shop drawings and read all specifications to ensure construction is as per design.
- Arranges for final City inspections.
- Coordinate all permit inspections ensuring the trade is present (not be coordinated by the trade) and notify the PM / PC of status of permit.
- Log all inspections in Procore.

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RESPONSIBILITIES (cont'd)

Safety:

- Ensure all signage is clearly displayed on site & site is clean and organized at all times.
- Conduct bi-weekly safety meetings and regularly enforce safety policies.
- Complete daily safety walks to evaluate health and safety risks, ensure foremen have site meetings with regard to safety.
- Implement 3 strike rule for safety infractions and then escalate issues to Senior Management.
- Complete all incident / injury reports immediately and submit to the PM and Lead Site Manager within 5 hours of an incident.

Communication:

- Complete daily log in Procore with sufficient detail that anyone in the organization could review quickly and understand who was on site, what was completed, issues that arose & deliveries received (include photos).
- Attend and participate in a formal meeting, or conference call, with the PM & PC weekly to discuss status and updates on schedule, changes, trade issues and support requirements.
- Prepare site for weekly construction meeting including cleaning, dust management and planning for noise control.
- Attend and participate in weekly construction meetings to ensure team is on the same page. Work with the PM / PC in advance to identify any anticipated issues. Typically, the site walk through should happen in the hour before weekly construction meetings.
- Prepare for and attend weekly meeting with Lead Site Manager to review project schedule, quality, safety, communication and identify and resolve any issues.
- Ensure entire project team is working off the correctly dated drawings.
- Consult with designers, engineers, product manufacturers and team members as required to clarify drawings and requirements.
- At a minimum have 2 calls a week with the Project Manager, review project plans and specifications and identifies scheduling issues, possible cost saving measures and potential construction issues.
- Respond to all phone calls, emails and texts within 2 business hours. Follow up all phone calls with emails detailing specific actions and deadlines.
- Provide all documents to PM or PC weekly during site visit; including but not limited to truck tickets, time sheets, delivery slips, etc.
- Upload a minimum of 4 photos a day in Procore with daily report.

General

- Complete time sheets and log all time against jobs allowing for accurate job costing to identify areas to improve both efficiency and estimating (future).
- Ensures projects meet corporate goals for safety, quality, budget, schedule as well as profitability
- Develop and maintains excellent relationships with all members of the Flat Iron team as well as with clients, consultants (engineers, architects, designers, landlords, etc.) and sub trades (subcontractors, suppliers)
- Always be identifying things that may / will go wrong on-site including challenges with drawings, issues with site conditions, potential construction interferences and proactively raise to the Flatiron team.
- Build a strong project team and provides effective direction trades and proactive communication with Flatiron Team to efficiently execute the project
- Review binder to ensure approved changes are in order to proceed with work.
- Receive all deliveries
- Complete Permit Submissions as required (PC to provide paperwork).
- If provided with a vehicle, ensure it is cleaned and maintained regularly.

- Other duties as required.

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MEASURES OF PERFORMANCE

- Achieving 100% of forecasted project profitability at completion of project buy out (Actual Project Profit \geq Forecasted Project Profit at Buy Out).
- Completing all project deficiencies within 14 days of substantial completion.
- Completing full project and financial close out of all projects within 60 days including but not limited to: permits closed, deposits returned, excellent safety reports, meeting schedule, reviewing shop drawing log/submittal log are concise and signed off in a diligent fashion, deficiencies closed, publication of form 6, certified payments and prompt payments, approval of CO's, submission of close out documents, possession of ALL letter of undertaking, NFP documents, ESA documents, LEED Documentation and client recommendation letter.
- Achieving an XXX satisfaction rating from the end client, service delivery provider and designers.