

Construction Site Manager Job Description

- Carry out preconstruction project planning and scheduling of work and timelines, coordinating with subcontractors, architects, engineers, and management
- Oversee, monitor, and manage the progress of construction projects from start to completion
- Manage and/or coordinate all construction workers, subcontractors, and resources available for a project, ensuring adequate manpower is available on site
- Supervise procurement process and review bid packages and trade contracts; ensuring equipment is available on construction site and in good working condition
- Ensure safety at construction sites by making safety inspections and enforcing safety guidelines and protocols
- Coordinate project performance, including schedule, project status, change management systems, and cost control
- Work cooperatively, attend meetings, and liaise with clients and/or potential stakeholders and update them on progress of work
- Ensure contractors and staff/workers are motivated and focused
- Oversee and manage budgets throughout construction projects, ensuring cost is put under control
- Ensure good relationships with consultants, internal partners, designers, and management are maintained
- Prepare, coordinate, and write site reports, drawings, and other necessary documents.
- Ensure work meets the required specifications and company standards by carrying out quality inspections and tests, reviewing data, and correcting defects if spotted
- Develop and maintain effective plan for logistics on site by working with consultant team.

