

JOB DESCRIPTION AND REQUIRED SKILLS

Role Title: Utilities Manager

Reporting to: Project Manager

ROLE PURPOSE:

- To assess works information such as drawings and specifications and incorporate them to an overall plan
- To subsequently prepare a written set of RAMS for approval by the project manager.
- To ensure on-site works are carried out safely, in accordance with RAMS, the HS&W Policy and Safe Working Procedures
- To ensure works on site are being carried out in accordance with contract information i.e. drawings/specification, and to best-practice
- To react to on-site or client request changes correctly, which involves the alteration of RAMS and liaising with the Project Manager to assist in the practical effects of changes
- To take responsibility for production, including direct management of operatives
- To be the main point of communication from Geomarine to the workforce
- To be the main point of communication from Geomarine to our client, predominantly the JEC and the interface between their clients (householders) and the public

The successful candidate will have passed, or be capable of passing, the SMSTS course.

REQUIRED SKILLS:

- Leadership: The ability to inspire the team you are part of and lead by example
- Communication skills: The ability to instruct, explain and convey information clearly and effectively to operatives, other management, client teams and members of the public
- Organisational skills: The ability to look at workload, then plan resources accordingly.
- The technical ability to use software (predominantly word-processing and programming) to draft up RAMS for approval by senior management and to plan works*
- Composure: The ability to remain calm and professional in difficult situations
- Judgement: Complex relationships between all stakeholders needs to be considered in the business context including balancing contractual and cultural considerations
- Attention to detail

* We are open to that a strong candidate from an operational background may need training in this area, the requirement is the ability to learn such skills.

RESPONSIBILITIES/TASKS:

It is essential to understand, embrace and take responsibility to the extent of your authority, for implementing Geomarine's approach to project delivery. That being: to ensure that projects are resourced with the right operatives, who are safely installing the right materials, in the right place, at the right time, with the right tools and equipment.

- Provide a single point of responsibility for safety, quality and productivity on-site
- The above includes being the point of contact for operatives as a trusted manager and mentor. This may include sensitively dealing with personal issues as well as professional challenges.
- Lead the team of on-site operatives, including active involvement in their welfare, training needs and hours worked *
- Provide the link between Geomarine and operatives in discussing matters relating to HR, company culture, policies and procedures
- Liaison and planning with Project Managers
- On-site short-term planning, ensuring productivity
- Material ordering, including internal administration and cooperation with the office/support functions
- Ensure all materials installed are to the correct specification
- Ordering/sourcing of plant and equipment, including internal administration and cooperation with the yard/plant manager. Also ensuring plant and equipment is suitable for purpose
- To communicate clearly to, and form an effective part of, a team consisting of other professionals, both internal and external. This includes contract administration

* Works Managers are responsible for controlling hours worked by all operatives and completing time sheets (or reporting hours to the Project Manager). They ensure production is commensurate with hours worked

RESPONSIBILITIES IN RELATION TO HEALTH, SAFETY AND WELFARE – ALL EMPLOYEES

- Understand and comply with Geomarine's HS&W policy
- Personally set a good example – this is imperative for managers.