

Contracts Managers Job Description (Electrical Bias)

This document has been provided to create an insight into the role of a Contracts Manager with Electrical Bias working for RME Services Ltd. It does not provide a wholly succinct list of the skills and deliverables required and is to be used as a guide only. You are expected to be able to offer support and be proactive in assisting the company and its staff in all aspects of the company's administration and operations.

This role requires an individual to be both office based and mobile. You will be required to travel to site visits and client meetings as necessary by vehicle or public transport, so good interpersonal and client facing skills are a necessity. The general geographical locations of our sites are within London and the Southeast. You will be responsible for the day-to-day management of your own time and manage it as efficiently as possible. As this role is part of the management Team, you will be expected to motivate and maintain efficiencies of staff and the business wherever possible.

Good computer skills are necessary, you must be able to multitask and have good knowledge of electrical works. You will be reporting to a Director. You will be expected to attend internal meetings in relation to all aspects of the business where required and also chair and minute your own meetings where necessary.

Your hours of work will depend on the workload at the time of year and day by day. You may be expected to meet clients or personnel on site at or before 8 AM from time to time or after 5 PM. As a minimum you will be expected to work a 45 hour week with a 1 hour lunch break, office times are generally 8:00 to 17:00, you will be expected to work as many hours necessary in order to complete and fulfil satisfactorily your role and responsibilities managing your time efficiently and effectively.

Your line manager will shadow you providing guidance on company ethics, protocol and general management duties. You may be responsible for a structured number of personnel beneath you. You must provide all aspects of management support and guidance that may be required and manage effectively the skilled personnel beneath.

Key elements of this role include:

- a) Provide electrical knowledge and assistance to colleges.
- b) Oversee work flow to maintain and improve company efficiencies
- c) Liaise with surveying, estimating and admin staff providing technical information and support in relation to estimating and procurement in the electrical field.
- d) Be responsible for the overall management of project works where necessary including all elements of finance, sub-contractor management, staff management, reporting and client liaison.
- e) Ensure works you are involved in are carried out within budget, are profitable, to a satisfactory standard and on time. Liaise with estimating, surveying and operational staff as necessary to execute.
- f) Monitor and compile financial monthly applications and final accounts as necessary. Proactively monitor and manage open works to close out for billing.
- g) Attend or host client meetings in our offices or otherwise on all aspects of the business.
- h) Attend internal meetings and provide reporting information and statistics as may be required.
- i) Manage subordinate personnel monitoring time keeping, sickness reporting, holiday requests, efficiency and quality.
- j) Produce Risk assessments and Method Statements and programme of works as necessary.
- k) Procure and manage sub-contractors if required.
- l) Assist in the recruitment of staff and Sub Contractors if required.
- m) Carry out any design and scoping of works where required.

You will have direct or a supporting role in the maintenance of the companies NICEID / ECA registrations. You will be responsible for ensuring any requirements are dealt with in a timely manner, keep up to date with legislation, meeting and complying with any external representatives and ensuring the company personnel adhere to the mandatory requirements. In addition, you will be responsible for overseeing the quality of work carried out by our skilled operatives to ensure compliance.

1. **Lead by example and uphold and maintain the Company image at all times.**
2. Manage work, services, installation provisions, supervision, checking and completion.
3. Dress smartly and appropriately for Client meetings and the office. A shirt and tie should be worn at all times.
4. Oversee and maintain regular contact with the allocated client base. Ensure that the Company's Client Care Policy is implemented at all times.
5. Promote all RME Disciplines and ensure that work and services are provided to the Company's expected high standard.
6. Carry out site surveys and prepare quotations when required independently or as part of the wider Tender team.
7. Oversee and approve any quotations prepared by the allocated Estimator, Supervisor or Foreman prior to passing to the Client.
8. Manage the allocated Supervisor or Foreman and ensure adherence to the defined responsibilities for operatives and supervisors and foremen. Also ensure that spot checks are carried out on selected Works to confirm work quality is actually achieved and complete any company audit forms or paperwork that may be required.

9. Attend site and Client meetings as required.
10. Return Client messages and/or voicemails immediately, even if it is only to say you are dealing with the matter.
11. Communicate with the allocated Supervisor or Foreman at the end of each day to discuss progress and any problems or issues. Ensure any permits or forms are completed.
12. Oversee the welfare of your direct staff utilising the company welfare App and proactively deal with any issues.
13. Follow up by E-mail any verbal requests to ensure an audit trail is in place.
14. Attend meetings both internally and client facing.
15. Sign off weekly timesheets, expenses, invoices etc whether manual or electronic by Wednesday of the week following that in which activities were carried out.
16. Manage the turnkey process from conception to completion for all job activities and ensure systems and processes are updated and completed where necessary.
17. Visit and inspect selected sites and jobs as necessary to ensure that staff members you are responsible for are conducting themselves adequately and are competent and trained for the tasks in hand.
18. Ensure that there is a detailed Client brief, scope of works and/or specification and drawings to enable works to proceed. If this is not provided by the Client, it must be created internally for Client approval. Ensure that the scope of any work instructions or drawings is updated if necessary, as work proceeds, and the latest copy is provided to the operatives on site.
19. Oversee and manage the job costs consisting but not limited to materials and direct, agency and sub-contract labour. Implement and control Client instructed and approved variations. Organise, brief and control staff, suppliers and sub-contractors, ensuring effective communication lines.
20. Plan and manage health and safety and environmental issues relevant to the job.
21. Maintain knowledge of Client requirements and terms, company procedures, technology, regulations and legislation and pass this down through the allocated supervisor or foreman to operatives.
22. Maintain and review supplier discounts and prices within own discipline to ensure best value for money.
23. Assist other management with your specialist discipline's knowledge as and when required.
24. Ensure works are monitored and brought in on or below budget to achieve company profit margins utilising but not limited to company reports and systems.
25. Ensure works are completed to programme and within the allocated man-hours.
26. Ensure that a minimum of two supplier/subcontractor quotations are obtained on all purchases over £1k.
27. Prepare all Contract Review Documentation, Job Execution Plans, Site Risk Assessments, Programmes of Work and project quality documentation generally, including O&M Manuals and record drawings where required. Carry out work in accordance with all planning documents.
28. Monitor and report future work shortfalls and maintain the company labour planner as required.
29. Ensure that interim valuations or invoicing are carried out as the contract dictates or at least at monthly intervals.
30. Ensure the company completion process is carried out for every job.
31. Ensure that interim and final invoicing is carried out in conjunction with the Financial Director periodically and on completion of contract works. Participate in the resolution of any claims.
32. Monitor labour and sub-contractor competency and resource labour for future works in conjunction with company policy.
33. Oversee new employee inductions and carry out employee interviews in conjunction with company policy.
34. Maintain and update your MS Office Calendar hourly / daily as required to allow meetings to be booked and welfare and productivity to be managed.
35. Ensure you carry your company communication devices at all times and respond as necessary.
36. Ensure that any company vehicle in your control is clean and tidy and presentable for client and colleague transportation.
37. Ensure the company image and branding is maintained uniformly throughout in conjunction with the Communications Manager.
38. Assist in the resourcing of labour, sub contractors and agency labour as may be required. Ultimate responsibility for any hiring and dismissal of personnel will only be in conjunction with a Director and in accordance with company policies.
39. Manage your time efficiently, you are expected to be self motivated and adaptable to the task in hand.
40. Always maintain a positive "can do" attitude and contribute as a valued member of our team.
41. Monitor and keep up to date the RME Data Centre System (RMEDC) with all log notes and information where required.
42. Produce internal handover documentation prior to annual leave containing details of cover required during any period of leave over 2 days to your line manager.
43. Ensure your conduct within the office encourages others to maximise their working day and contribute to a professional atmosphere.