

JOB DESCRIPTION

POSITION/JOB TITLE: Site Manager	DESIGNATION: Yuelliton
Number Required: 1	LOCATION: Yekepa /Buchanan
FUNCTIONAL AREA: Yuelliton	SEGMENT: Project
DISCIPLINE: Civil Engineer	
REPORTING TO: Head of Project - Yuelliton	BUSINESS UNIT: AM Liberia
No OF PEOPLE MANAGED: TBA	OPERATING UNIT: Project
DATE & AUTHOR: August 30, 2021	TURNOVER: No

PRIMARY FUNCTION OF JOB (*Mission*)

Production Team, Design team, Suppliers and Sub-contractors, HSE / other warranty provider representatives, customers, utility service providers, local authority personnel, members of the public.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within Arcelormittal. The job description outlines the main purposes in general terms only and is not intended to be prescriptive. You may be required to carry out other duties to commensurate with the post. This will not change the character or purpose of the post but will be necessary to maintain high standards of business practice. This job description may be altered from time to time to meet the changing needs of the Company.

Purpose of the Role

A Site Manager plays a technical, organizational, and supervisory role on construction and operations of projects. As part of the site management team, the site manager liaises with and works alongside engineers, construction managers, foremen, planners, surveyors and subcontractors.

MAJOR DUTIES OF JOB HOLDER *Main Responsibilities. (Mention the differentiating factors, end products and accountabilities where no signoff is needed)*

Responsible to

- The following list of duties and responsibilities is intended to reflect the principal elements of the Site Manager's role only and is therefore not exhaustive:
- To have read, always understood and comply with Company Policies and Procedures.
- Ensure visitors to site are aware of Arcelormittal Health & Safety Policy and ensure that they do not go on site if they are not accompanied by Arcelormittal representative.
- Ensure that Arcelormittal Health & Safety Policies and procedures are strictly adhered to and work closely with Arcelormittal Health & Safety Managers and Advisors.
- Maintain and produce, on request, up-to-date Health & Safety records.
- Ensure all Environmental and Waste Management Policies are adhered to.
- Ensure that all staff, sub-contractors, and visitors to the site are appropriately inducted.
- Fully co-operate with the Company's Customer Care Policy.
- Fully comply with the Company's Customer Satisfaction Policy and Procedures.
- Ensure all directly employed personnel work within the required specification and adhere to general Company Policies.

- Ensure all sub-contractors work within the required specification and adhere to general Company Policies.
- Ensure that procedures and controls laid down by the Company are fully implemented by all site personnel.
- Motivate, support, and manage directly employed site staff. Provide training, coaching, appraisal, and support as required to improve the performance of directly employed site staff.
- Ensure site presentation is always maintained at the correct standard.
- Take ownership of agreed build programmes at pre-start meetings and accept and check the full build package handed over at this meeting by the Company.
- Deliver all aspects of production requirements in strict accordance with relevant technical and planning documentation provided and any subsequent instructions that may be necessary from time to time.
- Fully conform to building regulations and warranty providers' requirements (HSE, Premier Guarantee...).
- Ensure cost effective production in line with development budgets by ensuring that the work undertaken is in full accordance with the cost provision allocated and as confirmed in cost valuations.
- Organize regular site production meetings and pre-plan and ensure efficient usage of all resources, including publication of quality supervision and communication regime of labor, sub-contractors, plant, and materials.
- Ensure that anything which is likely to affect the Company's performance is notified to the Head of the Yuelliton Project or the COO immediately.
- Ensure accurate production/progress reports are updated and send to the line manager in accordance with Company Policy.
- Ensure new home demonstrations are carried out coherently and in accordance with the company's requirements.
- Ensure site security and good practice is always maintained.
- Ensure the quality of finished product accords with Company and warranty provider expectations.
- Thoroughly inspect and snag each plot prior to each HSE key stage inspection.
- Ensure all site administration is carried out in accordance with company requirements.
- Always represent Arcelormittal professionally in both personal appearance and conduct.
- Carry out any other reasonable tasks in accordance with operational needs as requested by the company.

Safety

- Adhere to all Health and Safety Policies and Procedures
- Actively contribute to site safety policy and new initiatives and respect the implementation of change as directed by the CEO.
- Attend monthly safety meetings with department personnel and ensure the agreed action plans are achieved.
- Participate in a pro-active safety culture by the identification, development, and review of safe practices and procedures and by ensuring the awareness of all departmental personnel.
- Actively promote the compliance of personnel with safe work practices.
- Ensure all incidents are reported and investigated according to Company and statutory requirements and all recommended corrective actions are completed.
- Ensure all health and hygiene risks in the work areas are identified and reported.

Environment

- Ensure all incidents are reported and investigated according to Company policy and statutory requirements and all recommended corrective actions are completed.
- Seek advice and assistance from the Environment team in the development and implementation of improvement programmes to achieve aspects such as agreed eco-efficiency targets, hazardous waste disposal and spill clean-up.

Employee Development

- Participate in personal Training and Development to improve skills.

PERSON SPECIFICATION

Essential

Desirable

TO APPLY:

Kindly address your letter to: Recruitment Unit, Human Resource Department ArcelorMittal Liberia.

Please submit your letter of application electronically along with your Curriculum Vitae as well as copies of your academic credentials in a **ZIP** folder to: liberia.jobs@arcelormittal.com

Please note that hard copy application will not be accepted.

All Envelops or Emails subject line should be marked with the position you are applying for. Deadline for receipt of applications: **September 26, 2021 at 5:00 P.M.** Please note the following: Only short-listed candidates will be contacted.

**FEMALE APPLICANTS ARE HIGHLY ENCOURAGED
TO APPLY**