

Assistant Site Manager

The Assistant Site Manager will be assigned in overseeing the work of employees on the site and ensure health and safety guidelines are followed and coordinated work with Project Manager.

Key Tasks include:

- **Supervising and overseeing the direction of the project (on site) ensuring that the client's specifications and requirements are met, reviewing progress and liaising with quantity surveyors to monitor costs**
- **Liaising with the client, other construction professionals and, sometimes, members of the public**
- **Coordinating and supervising construction workers.**
- **Selecting tools and materials.**
- **Making safety inspections and ensuring construction and site safety**
- **Checking and preparing site reports, designs and drawings.**
- **Maintaining quality control procedures.**
- **Finding ways to prevent problems and to solve any that crop up.**
- **Assessing and minimizing risk.**
- **Writing reports and keeping on top of paperwork.**
- **Helping to negotiating contracts and securing permits and license.**
- **Prepare and follow up RFI's & Submittals.**
- **Conduct site visit's, monitor schedules and approve / resolve deviations in construction methods.**
- **Work to maintain open lines of communication between office, field, consultants and client.**
- **Review and process submittals.**
- **Manage all logs (permit, City Inspections, meeting minutes etc.).**
- **Schedules all required construction meetings with required personnel, subcontractors, architects, and owners.**