

Appendix A –Contracts Manager

A contract manager is a senior company position that reports directly to the MD.

The CMs prime objectives are;

- i) to secure & process profitable work for the company.
- ii) to develop the company's client base.
- iii) Control & where possible reduce costs.
- iv) Increase the turnover from new & existing clients.

To achieve these objectives you will be expected to:

- 1) Carry out site surveys & inspections(access to high & confined locations will be required) driving to jobs in company vehicles (a full clean driving licence is required to be maintained) ,
- 2) Read drawings & Specifications,
- 3) Complete estimates, quotations & tenders as required,
- 4) Deal effectively & efficiently in person, by phone and in writing at all levels with representatives and persons who include (but not limited to) staff, clients, end users, members of the public, statutory bodies, government departments, suppliers, sub-contractors etc.
- 5) Assess material requirements, obtain quotations & order materials in a timely manner.
- 6) Assess & book out any special plant requirements.
- 7) Attend site to carry out safety & quality audits.
- 8) Design electrical installations from scratch.
- 9) Supervision of staff & subcontractors carrying out all aspects of electrical work also including ancillary and allied works.
- 10) Organise labour & transport requirements for each site.
- 11) Ensure all works comply with BS7671 and all relevant British and European Standards (including Codes of Practice).
- 12) Ensure compliance with all Statutory Undertakings, Government (Local & National) requirements including the Health & Safety at Work Act, UK and European Law.
- 13) Carry out Risk assessments.
- 14) Ensure compliance with company rules & regulations including the requirements of the company's BSEN9000 registration
- 15) Any other such duties as the management may reasonably require from time to time.

The position is saleried and a company car with fuel is provided that may be used for reasonal private use. Hours are as required between generally 7.30am & 6.00pm Monday to Friday but occasionally may these may need to be varried for strategic reasons.