



Assistant Works Manager

We are looking for an experienced Assistant Works Manager to support our operations team in the North West.

The successful candidate will be responsible for coordinating and supervising construction activities on-site, ensuring compliance with the company's SHEQ standards.

Job Title:	Assistant Works Manager
Reporting to:	Contracts Manager
Location:	Site based role (sites across the North West) Depot: Alvanley Industrial Estate, Stockport Road East, Bredbury, SK6 2DJ
Contract Type:	Full-time, Permanent (<i>subject to successful completion of a 3month probationary period</i>)
Working Hours:	Monday - Friday 07:30 - 17:00 (30minutes unpaid lunch break)
Remuneration Package:	Negotiable (<i>depending on experience</i>) Annual Profit Related Bonus Workplace Pension Accident and Life Cover (<i>after successful probationary period</i>)
Holidays:	35 days including bank holidays (<i>sufficient days will need to be saved for the Christmas shutdown</i>)

About Us

We are a specialist civil engineering and highways contractor serving local and transport authorities throughout the North West of England. Our aim is to deliver sustainable projects within the North West, enhancing infrastructure and accessibility of communities, whilst minimising environmental impact and reinvesting locally.

With over 75 years of experience working on North West highway projects, we have gained a distinguished reputation for delivering hugely successful schemes. Our multi award-winning collaborative and proactive methods guarantee the best level of service for our clients.

The business provides a wide range of civil engineering and highway construction services, utilising its highly skilled internal workforce and a network of subcontractors. Its area of expertise lies in executing intricate and challenging projects, including but not limited to drainage schemes, intersection enhancements, and public infrastructure development.

The majority of our income, approximately 80%, is generated from extended framework contracts with local Northwest authorities, which typically span from 4 to 10 years. In addition, the company also serves House Builders and Tier 1 Contractors, carrying out S278 and S38 works on their behalf.

We thrive by working with our clients from early inception of the project to provide cost effective solutions. Additionally, we assist clients in preparing funding bids and provide initiatives in community engagement and methods of delivery. Our Social and Environmental responsibility track record is exceptionally strong, surpassing our competitors on Quality Bids and Social Value Matrices. Our Clear Management controls and structure ensure efficiency, and as partners of Framework contracts, we have a sizable forward order book extending over four years.

Our projects are solely located within the North West of England, with most of our schemes within Greater Manchester or the neighbouring areas.

Key Responsibilities

- Liaise with client's representatives on site.
- Liaise with sub-contractors including programming works.
- Work with Contract Manager and Business Manager to plan and programme contract works including forward programming.
- Work with Contract Manager, Business Manager and commercial team to prepare forward plan for labour, plant and materials. Call off materials to maintain on site progress and assist commercial team with schedules for placing orders.
- Liaise with plant and labour co-ordinator to ensure correct staffing levels.
- Organise daily plant/equipment requirements.
- Assist in the preparation of Method Statements and Risk Assessments.
- Apply the Cox's Site Managers Manual procedures and rules.
- Maintain a safe and tidy site.
- Ensure correct and safe method of working is employed.
- Ensure all personnel and sub-contractors understand their work and carry it out in a safe manner.
- Maintain labour, plant and materials record and daily diary including photographic records.
- Always represent the Company in a smart and professional manner.
- Inspect the working area to ensure all safety equipment is in a good and orderly manner.
- Ensure plant is maintained in good working order and no misuse of plant or unsafe practices are employed.
- Ensure all plant and equipment is always stored in a safe and secure manner.
- Operate the Permit to Dig system.
- Report any damage, accidents, or near misses to the appropriate personnel at the Head Office.
- Ensure good timekeeping is maintained by personnel under your authority.
- Undertake site inductions.
- Liaise with members of the public and local businesses.
- Assist the QS and Contracts Manager with measures, claims and preparations of financial reports.
- Attend meetings, training sessions and other events organised by management.
- To be in constant contact with your Contracts Manager and Head Office via mobile phone during working hours.

Candidate Requirements

Essential

- Experience working in a supervisory position in Civil engineering
- Good people management skills
- Full UK Driving Licence
- Punctual
- Accurate record keeping

How to Apply

Applicants can apply by sending a CV with a covering letter to hr@gcox.co.uk