

Job Title : Site Manager  
Business Unit/Dept. : OMEXOM  
Direct Supervisor : Project Manager

#### **Job Purpose:**

Managing entire effort for the construction works for high voltage substations including the planning, coordinating, setting priorities and allocating manpower to assure all required technical, engineering, cost and safety standards are fulfilled and project objectives achieved.

#### **Job Duties:**

1. Manage construction works for high voltage substations project including civil works, steel structure works, electrical works.
2. Arrange Site Office and the facilities
3. Plan Mob-demobilization of personnel, construction equipment, testing tools
4. Monitors and follows-up request of drawing & material, make report for any discrepancies
5. Arranges for working permits and access request
6. Defines the priority of site activities according to schedule, material availability, client request, access availability, tool/equipment availability, drawing availability, site readiness
7. Prepares and monitors expenses report and cash flows
8. Prepares site cash request
9. Meets with clients and provides a week ahead schedule to client
10. Prepare daily work and workforce report
11. Weekly planning and allocation of manpower
12. Establishes weekly physical progress reports and monthly progress reports for submission to Project Manager
13. Sources and hire local manpower, prepare Manpower Matrix and salary for local personnel
14. Proposes alternative solution to technical problem
15. Makes survey if there is any change in drawing upon client's request
16. Ensures the implementation of quality and safety procedures at site

#### **QHSE Duties:**

1. Responsible for the HSE matter in Site/project area
2. Implement related procedure to comply with Standard Quality Management System

#### **Job Specification:**

1. Education & Experience: Bachelor Degree in civil engineering, 7 years' experience in site management and min 3 years managing similar civil works projects, ideally high voltage substation projects with electrical component.
2. Skill: Leadership and Managerial skill, build team work, planning, project execution.
3. Strong HSE awareness. Understanding of codes and standards applicable for civil and electrical projects. Having excellent interpersonal, written and oral communication skills
4. Others: National, permanent employee