

TITLE:

**Job Descriptions & Responsibilities**

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**9.1 List of Job Descriptions**

**[Managing Director](#)**

**[Contracts Director](#)**

**[Operations Director](#)**

**[Commercial Director](#)**

**[Supervisors](#)**

**[Administration Assistant \(part-time\)](#)**

**[Accounts Assistant \(Part-time\)](#)**

**[Tradesmen Bricklayers/Carpenters](#)**

**[Semi-skilled Operatives](#)**

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**JOB DESCRIPTION:                   Managing Director**

**OBJECTIVES:**

**To guide the business into the future with planned growth ensuring that all stated objectives, aims and targets are met and lead to the overall Company Goal.**

Primary Responsibilities include, but are not limited to:

- 1.0 Day-to-day financial control of the business including:
  - 1.1 Development of the business in line with stated objectives
  - 1.2 Payment of staff and suppliers
  - 1.3 Adherence to requisite PAYE, NI and VAT legislation
- 2.0 Liaison with organisations and Clients for which the Company conducts work, including the involvement in design of new projects, as applicable.
- 3.0 The keeping and presentation of true and fair Company records.
- 4.0 Ensuring that the business is run in compliance with the Companies' Act.
- 5.0 Briefing staff on all relevant aspects of the Company business.
- 6.0 Determining the Company Policies with regard to Quality, Health & Safety and the Environment and ensuring that these are communicated and understood.
- 7.0 Undertaking the role of Management System Representative ensuring that the Management System is implemented reviewed, maintained, and where possible continually improved.
- 8.0 Chairing monthly meeting with Directors and Supervisors
- 9.0 Preparations of payroll figures providing information for money transfer
- 10.0 Payment of all suppliers.
- 11.0 Taking ultimate responsibility for health, safety, and welfare of staff.

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**JOB DESCRIPTION:                    Contracts Director**

**OBJECTIVES:**

**To ensure that all work carried out by the Company meets the stated needs of the Client.**

**To ensure that employees work in a manner that protects their health, safety, and welfare together with others that may be affected by their acts.**

**To minimise the impact of any site operations that may have an effect on the environment.**

Primary Responsibilities include, but are not limited to:

- 1.0 Day-to-day operational/contractual control of the business including:
  - 1.1 Supervision of all sites and their staff.
  - 1.2 Health and safety requirements for sites
  - 1.3 Minimising or mitigating any negative environmental impact of site operations.
- 2.0 Assistance with the preparation of the business plan and Company objectives.
- 3.0 Propose, design and sketch requirements prior to submission to Clients and liaise with external parties for design work and calculations.

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**JOB DESCRIPTION:                    Operations Director**

**OBJECTIVES:**

**To ensure that plant and/or equipment is maintained and used in a manner that prevents unnecessary emissions to the environment.**

**To ensure correct manning and equipping of contracts to provide a safe working environment.**

**To ensure jobs are programmed and planned to meet customer requirements.**

- 1.0 Allocation of duties to all staff.
- 2.0 Allocation of the daily workload for all contractual site-based staff.
- 3.0 Allocation of all inter-site transport requirements.
- 4.0 Ensuring that Company vehicles, plant and machinery comply with employment/health and safety legislation and codes of practice.
- 5.0 Overseeing jointly with the Managing Director the appraisal, training and development of all staff.
- 6.0 Deputising for the Managing Director in all matters relating to the Management System.

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**JOB DESCRIPTION:**                    **Commercial Director**

**OBJECTIVES:**

Purchasing of materials required for the works and hiring of plant for same.

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**JOB FUNCTION:**

**Supervisors**

**OBJECTIVES:**

**To ensure that all information and requirements of the job are communicated to their team and that work is conducted to meet these requirements.**

**To ensure that each member of their team is suitably equipped and works in a manner to ensure their individual health & safety and that of others who may be affected by their acts.**

Primary Responsibilities include but are not limited to:-

- 1.0 Co-ordination of site Activities including:
  - 1.1 Evaluating contracts and determining needs and requirements to carry out works.
  - 1.2 Liaison with Clients on a day-to-day basis of the contract and/or any problems which may arise during the works and the action to be taken.
  - 1.3 Checking the delivery of materials and plant and notifying any nonconformances.
  - 1.4 Overseeing the work performed by any subcontractors.
  - 1.5 Allocation of work to individual team members.
- 2.0 General Duties including:
  - 2.1 Site health and safety, welfare and discipline.
  - 2.2 Assisting with the appraisal or review of team members and providing feedback to the Operations Director.
  - 2.3 Advising directors on staff development matters.
  - 2.4 Supervision of site works as applicable.
  - 2.5 Maintenance of appropriate site records.

Secondary Responsibilities include but are not limited to:-

- 3.0 Deputising for other staff duties in their absence.
- 4.0 Performing any other duties which may be requested by the Directors and for which they are experienced or trained to carry out.

**NOTE: Every member of staff is obliged to report to the Directors any situation which may affect the Health and Safety of themselves or any other member of staff or be of risk to the Company.**

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**JOB FUNCTION: Administration Assistant (part-time)**

**OBJECTIVES:**

**To provide help to the Directors with all administrative aspects of the business.**

Primary Responsibilities include but are not limited to:-

1.0 Administration activities including:-

1.1 Typing and data processing as may be requested by the Directors.

Secondary Responsibilities include but are not limited to:-

2.0 Performing any other duties that may be requested by the Directors for which the staff member is experienced or trained to carry out.

**NOTE: Every member of staff is obliged to report to the Directors any situation which may affect the Health and Safety of themselves or any other member of staff or be of risk to the Company.**

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**JOB FUNCTION:       Accounts Assistant (Part-time)**

**OBJECTIVES:**

**To provide help to the Directors with all accountancy aspects of the business.**

Primary Responsibilities include but are not limited to:-

1.0 Accounts activities including:-

- 1.1 Preparation of accounts information including credits list, expenditure and income sheets, salary analysis and other accounting information as may be required by the Directors.
- 1.2 Maintenance of all manual and computer based books and ledgers.
- 1.3 Checking of all payments made and approved by Directors.
- 1.4 Operation of Company VAT schemes. Maintenance of all records relating to payroll and payments.
- 1.5 Preparation of tax records and all information on employment status.

Secondary Responsibilities include but are not limited to:-

- 2.0 Performing any other duties that may be requested by the directors for which the staff member is experienced or trained to carry out.

**NOTE: Every member of staff is obliged to report to the Directors any situation which may affect the Health and Safety of themselves or any other member of staff or be of risk to the Company.**

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**JOB FUNCTION: Tradesmen Bricklayers/Carpenters**

**OBJECTIVES:**

**To conduct work in accordance with the specified requirements of the job.**

**To carry out duties in a manner to ensure personal safety and the safety of others who may be affected by your acts.**

**To report any activity that has, or may have, a negative affect on the site or surrounding environment and take such actions necessary as directed or advised.**

Primary Responsibilities include but are not limited to:-

1.0 Site Activities including:

- 1.1 Setting out for their specific works.
- 1.2 Ensuring that all labour plant and materials necessary for carrying out the works are in place.
- 1.3 Organising with the help of the Site Supervisor replacement of plant, materials or additional requirements.
- 1.4 General housekeeping on all sites.

2.0 Administrative Activities including:

- 2.1 Keeping of accurate site records relating to their specific trade.
- 2.2 Preparation of day-works sheets relating to their specific trade.
- 2.3 Ordering or giving actual requirements to the Site Supervisor to order goods or services to carry out works related to their trade.

Secondary Responsibilities include but are not limited to:-

- 3.0 Performing any other duties that may be requested by the Directors or Site Supervisor for which the tradesman is experienced or trained to carry out.

**NOTE: Every member of staff is obliged to report to the Directors any situation which may affect the Health and Safety of themselves for any other member of staff or be of risk to the Company.**

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**JOB FUNCTION:           Semi-skilled Operatives**

**OBJECTIVES:**

**To provide assistance to the site team in accordance with the specified requirements of the job.**

**To carry out duties in a manner to ensure personal safety and the safety of others who may be affected by your acts.**

To report any activity that has, or may have, a negative affect on the site or surrounding environment and take such actions necessary as directed or advised.

Primary Responsibilities include but are not limited to:-

1.0 Site Activities including:

- 1.1 Assist tradesmen and or site managers in setting out, organising materials and plant requirements.
- 1.2 Assist in all aspects of construction including
  - excavation
  - concrete works
  - drainage works
  - carpentry
  - brickwork
  - landscaping

Secondary Responsibilities include but are not limited to:-

- 2.0 Deputising for other team member duties in their absence.
- 3.0 Performing any other duties that may be requested by the Directors or Site Supervisor for which the operative is experienced or trained to carry out.

**NOTE: Every member of staff is obliged to report to the Directors any situation which may affect the Health and Safety of themselves or any other member of staff or be of risk to the Company.**

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**JOB FUNCTION:        Plant Operatives**

**OBJECTIVES:**