

Job Title: Works Project Manager

Hours: 37.5 per week

Reporting to: Operations Manager, Roofing Works Director, Technical Director

Line Management Responsibilities: Labourer/Site Teams, Site Supervisors/Managers

Salary: £35,000 to £40,000

The Works Project Manager oversees and manages Retain Limited projects from initiation to completion. They are responsible for coordinating all aspects of the project, including planning, budgeting, scheduling, procurement, and especially quality control. The Works Project Manager collaborates with internal teams, subcontractors, suppliers, and clients to ensure successful project execution and client satisfaction.

Responsibilities

1. Project Management

- Oversee the planning, execution, and completion of industrial and commercial roofing projects.
- Develop project schedules and allocate resources, including personnel, equipment, and materials, to ensure timely completion.
- Monitor project progress and budget, making adjustments as necessary to address issues and maintain profitability.

2. Quality Assurance and Control

- Ensure that all roofing work is carried out in accordance with industry best practices, client specifications, and regulatory requirements.
- Implement and maintain a robust quality control program, including regular inspections and audits of artistry, materials, and processes.
- Address quality issues promptly, working with the project team to develop and implement corrective actions.

3. Health and Safety

- Promote a safety culture within the organisation, ensuring compliance with all applicable health and safety regulations and company policies.
- Conduct regular site inspections and risk assessments to identify and mitigate potential hazards.
- Investigate and respond to incidents or accidents, implementing corrective actions to prevent recurrence.

4. Team Management and Development

- Lead, motivate, and manage roofing teams, including hiring, training, and performance evaluation.
- Provide guidance, support, and mentorship to team members, fostering a positive and collaborative work environment.
- Identify skill gaps and training needs within the team, implementing appropriate development programs and opportunities.

5. Client Relations and Communication

- Serve as the primary point of contact for clients, maintaining regular communication and providing updates on project progress.
- Develop and maintain strong client relationships, ensuring high satisfaction levels and repeat business.
- Collaborate with sales and estimating teams to support the development of accurate and competitive project quotes and proposals.

6. Financial Management

- The Works Manager will manage project budgets, ensure that projects are delivered within budget, and identify opportunities to improve efficiency and profitability.

What we are looking for

- Strong leadership and time management
- Be an effective communicator with good listening, spoken and written skills
- Ability to communicate effectively. Communication includes listening, speaking and writing
- Excellent level of fitness and ability to work at height
- To work on your initiative and pay attention to detail
- Ability to work well with others and be a good team player
- Good knowledge of industrial and commercial roofing
- Patience and ability to remain calm in stressful situations and remain flexible
- Excellent customer service skills
- Show professionalism at all times
- Scaffold awareness is preferred but not essential
- Proficient in Apple software and Microsoft 365

Benefits

- Highly competitive salary package (£35,000 - £40,000 DOE)
- Pension scheme
- Bike to work scheme
- Company computer and phone
- 20 days holiday plus Bank Holidays
- Job security
- Career development and progression
- Company wellness scheme
- Staff wellness program
- Casual dress
- Company events

Job Type Full-time, permanent

Schedule

Monday to Friday: 0900-1700 (but may have to work outside these hours and work away due to company's national reach)

Education

- Bachelor's degree in Construction Management, Civil Engineering, or a related field; relevant experience may be considered instead of a degree
- CSCS
- IPAF
- SMSTS
- First Aid
- Asbestos Awareness
- In-depth knowledge of roofing materials, techniques, and best practices
- Strong understanding of health and safety regulations and requirements
- Proficiency in project management software, Microsoft Office Suite and Apple Software

Experience

- Minimum of 10 years of experience in commercial roofing project management
- Demonstrated effective supervisory skills. Ability to motivate and direct the actions of others
- Experience in project costing and planning
- Excellent knowledge of roofing techniques and materials

Essential Skills

- Leadership. Project managers are the project leaders and often the team leaders, too
- Communication. Any project management skills list is sure to include communication near the top
- Collaboration
- Time management
- Organisation
- Problem-solving
- Adaptability
- Critical thinking

Licence/Certification

- Full UK driving licence (Essential)

Work Location

- In-person
- Offices located in Plymouth but expected to travel nationally