**Job Description – Works Project Manager**

Full time (40 hrs/wk Monday-Friday), permanent.

P.F.Parsons Ltd is looking to recruit a Works Project Manager to assist our successful team as the company continues to grow with a full order book. You will be working on a range of projects including renovations, refurbishments and new-builds across the mostly residential sector.

We are a dynamic building company based in the village of Hindon on the Dorset, Wiltshire and Somerset borders. We have a large and varied local client base primarily built on word-of-mouth and reputation, extending to a circa 20mile radius.

You will provide a vital role within our business, ensuring the smooth running of projects you are working on which will include regular contact with the office, liaising with any relevant professional personnel (e.g. architects, Building Inspectors, etc.) and directly with clients. We are seeking someone who has previous experience within the construction or property management industry with excellent knowledge of Health & Safety, Building Regulations, Fire Safety and Asbestos Awareness.

**Main responsibilities**

* Oversee and manage staff on projects including:
	+ Site visits on a day-to-day basis or as required
	+ Pre-ordering materials
	+ Organisation/allocation of plant/equipment to site
	+ Organisation of sub-contractors
* Ensure the Construction (Design and Management) Regulations are adhered to via liaison with office staff
* Liaise with clients and ensure they are kept well informed of progress on projects at all stages
* Carry out general construction works when required
* Ensure any site visitors comply fully with all relevant sections of the Company Health & Safety Policy
* Ensure that works do not cause a nuisance to any members of the public
* Work alongside other tradesmen and subcontractors and assist with the training of apprentices
* Assist with site deliveries and removal of waste
* Maintain and manage the General Works Board
* Prepare worksheets
* Arrange plant hire/welfare facilities and returns
* Retain written records for invoice/quotation purposes
* Ensure all jobs have PFP Ltd signage
* Attend monthly work planning meetings and liaise with directors

**Person specification**

**Qualifications**

HND/Degree in Facilities and/or Construction Project Management, Building Services, or related subject.

**Experience**

* At least 2-3 years in a Facilities Management / Construction / Building Services Project Management position
* Solid understanding of construction technology and M&E building services Previous experience/knowledge of budgets and forecasting
* Solid understanding of Facilities Management practices and techniques
* Good understanding and working knowledge of construction forms of Contract
* Good understanding and working knowledge of relevant legislation and statutory requirements including CDM Regulations, Asbestos Regulations, Planning and Building Regulations and related compliance requirements

**How you will be rewarded**

* £45,000.00
* Annual leave entitlement of 28 days inclusive of all public holidays
* Company van
* Company pension contribution
* Professional development and chance to gain further qualifications

**How to apply**

Should you require any additional support with your application please get in touch via janey@pfparsons.co.uk

Please forward all applications to janey@pfparsons.co.uk. Applications are to include and up to date CV and a covering letter.