



CIVILS CONTRACTS MANAGER

The Contract Manager will be responsible for project planning, ensuring all upcoming projects are adequately resourced and have a competent site manager appointed for each project.

The Contract Manager will drive project performance ensuring achievement of 97% delivery to programme. Reporting any risks or issues to programme delivery with senior management team immediately.

Role Responsibilities:

- Give final approval to civil construction drawings prior to these being made live.
- Attend weekly planning meetings with your aligned Ops manager and their team.
- Complete civils construction project programmes for all sites and submit to ICP team for addition to overall project programme.
- Review project once awarded with procurement team and ensure all materials have been ordered and have a PO in place and purchase requisition sheet created to be passed to the site manager.
- Review weekly site report from site manager prior to submitting to the client.
- Line manage site managers, responsible for approving all annual leave updating sickness absence etc.
- Lead weekly project call with all the civils dept giving an update and knowledge sharing to assist everyone with any risks/issues if required on their individual projects.
- Attending project update calls with the client frequency to be determined on a project-by-project basis.
- Complete 1 H&S Audit per month and 1 QOW inspection per month
- Assist SHEQ team to continually review our construction H&S documentation to ensure it is valid and up to date.
- Complete annual reviews of our subcontractors to ensure they meet our H&S requirements.
- Assist H&S team with any accident or incident investigations.

Essential Training or Qualifications

- HNC in Civil Engineering
- SVQ Level 4 – Construction Site Management
- Site Managers Black CSCS Card
- SMSTS
- Fire Warden
- Emergency First Aid
- Experience with Microsoft Packages
- Effective Communication

COMPANY

Envevo is a leading ICP and EV ChargePoint installer serving commercial clients across the UK. We offer a full turnkey service comprising connections to the grid, civil engineering services, and full installation of electric vehicle chargers.

LOCATION

Glasgow

BENEFITS

Car Allowance
35 Days Annual Leave
Hybrid Working
Private Healthcare
Company Wide Bonus
Pension Scheme
EV Car Scheme

CONTACT INFO

Should you wish to apply for this role, please send your CV and covering letter to: careers@envevo.co.uk

Envevo Ltd. are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

