

# Building Projects Manager

## at Numatic International Ltd, Chard

From cordless solutions to customisable janitorial systems and advanced floorcare equipment with on-hand training, Numatic delivers professional, practical and reliable equipment, designed, engineered and made right here in Chard in the South West of the UK. Known for the Henry and Hetty vacuum cleaner and independently rated the UK's most reliable vacuum brand, Numatic understands the need and demand for sustainable cleaning solutions. Longevity, efficiency, serviceability and recyclability are the four values that construct the Numatic Sustainability Formula. Above all else, the most sustainable products are those that you are able to use day after day, without fail, for many years.

We have exciting expansion plans over the coming years and require a Building Projects Manager to manage an extensive programme. Having just announced the purchase of the seven-acre former Food Manufacturing site on the Millfield industrial estate, adjacent to our current operation, the successful applicant will play a key part in this exciting phase. To start the role will include the management a £30m state-of-the-art build on a new Henry vacuum production operation with raw materials entering at one end and finished product leaving at the other before working on numerous other projects.

### About the role:

Reporting to a Senior Manager, the Building Projects Manager will be involved in the pre-construction, construction, and post construction phase of each building project. Leading a team, the Building Projects Manager will provide input on layouts, manage utilities, and consider other aspects such as parking, traffic, and material flows.

When construction begins the Building Projects Manager will be site based, managing a team of main and sub-contractors, ensuring all health and safety and environmental activities are always adhered to

### Main Duties:

To be involved, along with other team members, including architects, from the earliest possible stage of each new Numatic building project, to assist with:

- Conceptual thinking on location and purpose adding Input to iterative versions of possible layouts.
- Consideration of utility services and liaison with as required.
- Detailed aspects such as traffic flows, parking and material movements.
- Management of necessary Planning and Building Control applications and processes
- Selection of specialist surveyors, main contractors and sub-contractors.
- Health & Safety, Environmental and Security aspects.

From the commencement of construction, to be site based and act in the role of 'Clerk of Works'.

- Ensuring that the selected main and sub-contractors deliver on-time, to specification and to budget.
- Ensure that all necessary H&S and environmental activities are compliant.
- Liaise with contractors and any other relevant parties to resolve any unforeseen problems that arise.
- Agree, with the support of the appointed Quantity Surveyor, any changes to agreed costs.
- Hold regular progress meetings with the contractors and compile a report to submit to team members.
- As each contractor/sub-contractor completes their part of the project, prepare, submit and follow up any snagging issues.

In Post-Construction Phase work with members of the department{s} that will occupy the new buildings to successfully manage the move and resolve any problems that may arise.

To carry out any other duties relevant to your knowledge and experience as required.

### About you:

- A team worker with a positive and problem-solving attitude. High levels of honesty and integrity
- Demonstrable experience of managing major building projects, including site-management.
- Qualified in a construction trade, or trades with evidence of training in, or knowledge of, relevant legislation
- Excellent communication and people-management skills at all levels
- Knowledge and use of O365 and other relevant applications and software
- Act as role model promoting the interests on Numatic at all times

**Salary Package circa: £60,000 - £65,000 per annum. Depending on Experience**

**How to apply:** Please send your CV and covering letter to [jobs@numatic.co.uk](mailto:jobs@numatic.co.uk)

Closing date: 30 September 2021

