

## **JOB DESCRIPTION**

**JOB TITLE:** CDL Construction Site Manager  
**REPORTS TO:** CDL Director  
**LOCATION:** Primo Tapia, Mexico

## **SUMMARY OF ROLE**

The CDL site Manager will be responsible for the planning and execution of the CDL Village Building Project. They will also manage and lead a local Mexican construction team as well as volunteer construction teams from Canada and the USA.

## **DUTIES AND RESPONSIBILITIES**

- Day to day management of operations on site, ensuring that the project is brought to a successful completion.
- Ensuring timely management of any unforeseen delays.
- Regular monitoring and liaison with the Project Manager as required.
- Carry out tool box briefings to the site teams and sub-contractors.
- Plan and efficiently organize the site facilities and logistics, ensuring all equipment on site is fit for purpose and only operated by appropriately trained staff
- Requisition all materials and oversee the deliveries and ensure they are done so in adequate time in line with the construction schedule.
- Ensure workmanship and material standards are achieved in accordance with specifications, building regulations,
- Create and maintain good relations with clients, design teams and neighbors as well as any other stakeholders.
- Assist in the recruitment and selection process as and when require

*The above list is not exhaustive, and the successful applicant may be required to take on other duties and responsibilities for the effective and efficient performance of this role*

*The salary of this position, after being determined based on education and work-related experience, is funded through Ministry Partner Development, which is made possible in two ways. First by personal support from family, friends, and acquaintances of the staff member. Second through the general budget of the Casa de Luz Ministries.*

Contact Us:

