

Mindaugas Stokas MCIOB

Site Manager

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PERSONAL SUMMARY

Competent, committed and experienced site manager with carpentry/joinery background, with over 8 years of experience in successfully managing projects, resources and people in an effective and efficient manner. Passion for building Homes means that every project I worked on, I perform with high energy, pro-activity, with thorough research and understanding. Highly focused, motivated, result driven, ambitious and responsible individual with knowledge and understanding of various sectors as people management, Health and Safety and Environmental issues, stock control. Natural leadership skill enables me to work very well with people and lead them to best success in each project undertaken. Self-driven, safety-conscious, detail orientated, who takes accountability for his actions seeking a dynamic position with a progressive company, offering room to grow and good opportunities for development and career progression.

CERTIFICATIONS

NVQ Level 7 Diploma in Construction Senior Management (QCF) Black CSCS Card

Site Management Safety Training Scheme (SMSTS)

AoFAQ Level 2 - Emergency First Aid at Work (QFC)

Manual Handling "Trainer the Trainer" Certificate

Method Statement and Risk Assessment – writing - reviewing course

Asbestos Awareness E-Learning Refresher Course

WORK EXPERIENCE

HOROHOE CONSTRUCTION LTD

Project Manager/Site Supervisor

2009 – Present

Current Project – Goodman`s Fields Development, BERKELEY HOMES – Residential (243 flats)
carpentry/joinery package £4M. Main duties:

- ✓ Organise and prioritise works on site, allocate right task for right person – to gain best quality with least effort and in timely manner
- ✓ Foresee potential issues, act to minimise possibility of them to arise, prepare solutions
- ✓ Dealing with Clients, architects, other subcontractors, working to and achieving tight deadlines, negotiating cost of extra/variation works, if any to arise in process. Communicate and sort issues
- ✓ Health & Safety, progress meetings, file weekly and monthly reports
- ✓ Site inductions, daily briefings, weekly toolbox talks, site H&S inspections, weekly site plant and tool checking and registering
- ✓ Performing quality inspections, keep all on record to minimise any potential post completion remedial issues and costs.
- ✓ Writing Method statements and Risk Assessments, brief site teams. Creating Pictorial RAMS.
- ✓ Managing materials onsite – schedules, orders, call offs, checking invoices, recording non-conformities
- ✓ Preparing and updating weekly and monthly programmes, updating progress trackers
- ✓ Ensuring compliance to Health and Safety Regulations
- ✓ Dealing with operative wages, getting site instructions for extra works, variations, negotiating costs with client

Key projects with Horohoe Construction Ltd:

- Berkeley Homes, 250 City Road, London – 170 flats (£1.4M)
- Mount Anvil, 261 City Rd, London – 36 storey tower 150 private flats, 150 council flats (£2.43M)
- BAM South East, Kings Cross, London – 7 office blocks, refurbishment of listed building (£1.83M)
- BAM South East, Milton Keynes – The Quadrant: MK, National Rail HQ (£160K)
- BAM South East, Cambridge – MRC Laboratory of Molecular Biology (£330K)
- BAM London, London, Euston – Netley School, also 10 affordable living houses next to it
- Temporary placement to work with Galliard, St George.

KEEPMOAT HOMES (temporary, through agency) Finishing Foreman

June 2016 – July 2016

Park St, Nottingham, KEEPMOAT HOMES – Residential. Main duties:

Quality control – carry out inspections, record findings, snagging works, issue lists of remedial works to relevant trades. Organise and monitor subcontractors to finish remedial works in the houses to tight deadlines.

Monitoring 1st and 2nd fix carpentry works: quality, programme, compliance with H&S rules on site.

Carpenter – Forest Carpentry and Joinery Ltd, A&M Carpenters Ltd

2006 – 2009

AREAS OF EXPERTISE

Leadership
Training and Inductions
Safety and Compliance Management
Quality Assurance and Control
Negotiation
Problem Solving and Decision Making

Site Management and Operations
Project Planning
Procurement issues
Environmental Management
Performance Management and Monitoring
Residential and Commercial Construction

PERSONAL SKILLS

- ✓ Strong communication skills to successfully manage a team of up to 40 people, as a result we never missed a target set to us, constantly staying ahead of the programmes.
- ✓ Excellent organisational skills.
- ✓ Understanding of technical building requirements.
- ✓ Ability to identify critical issues and deal with them immediately minimises possibility of incurring remedial works and costs associated with them.
- ✓ On few occasions I had to look after 2 sites at the same time, which helped me a lot to develop flexibility and critical thinking, improved my multitasking ability.
- ✓ Strong numerical and IT skills.
- ✓ Multilingual: English, Lithuanian and Russian.

DOB: 24/02/1980

Driving licence: full UK (clean)

Nationality: Lithuanian

REFERENCES – Available on request