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My Profile

I am a hardworking, well organized and talented individual, able to communicate well with others, strong minded and self motivated. I am pragmatic, logical and a problem solver. I am also an experienced building surveyor with strong management, planning and organization skills. Having worked in a range of sectors as is common in the industry. I am client focused and offer a professional service. I am seeking permanent employment opportunities with a reputable company who can offer suitable employment and good career progression in return for hard work, loyalty and commitment. The ideal position for myself would take advantage of all of my experience in the roles I have worked in throughout my career. Having worked in the construction industry all my adult life I have a wealth of experience gained by working with designers and project teams and also on sites delivering complex projects in a range of sectors as an experienced site, project and contracts Manager. I am best suited in an environment where there are many moving parts and multiple departments and teams needing to work together but lack that cohesion. I enjoy the mix and clashes of personalities in a work force and like the challenge of working around a situation or problem offering a logistical solution from an alternative perspective.

Employment History

Feb 2017 – Dec 2019 - Claremont Group interiors – Pre-Construction Manager & Planner
References; Neil (Construction Manager) Tel: 07808 714693, Simon Guest (Director) 07535 566650

Day to day

Pre-Construction Management

- Attending weekly company resource meetings to discuss live work flow status and upcoming pipeline brought in from business development opportunities.
- Attending company meetings to allocate company resource for live projects / tenders / negotiated projects
- Meeting with Clients and surveying sites.
- Disseminating tender document particulars into a single document identifying the tender requirements for each department identifying who is responsible for which element IE design, estimating, QS, commercial leads etc.
- Identifying risks associated with projects and tenders and producing detailed risk registered to be considered prior to submitting company tenders IE access, working at height, structural works,
- Working alongside estimators to ensure project is priced in accordance with the contract particulars and presented in the format required.
- Challenging how estimators and QS are pricing the tender specifications and works packages to ensure nothing is missed and we are making best use of our supply chain (manufacturers and suppliers) and providing the right level of detail (IE splitting work packages into multiple sections instead of lumping them into single, large tender packages which will attract higher, less competitive quotes)
- Establishing tender strategies and liaising with clients during the tender period.

- Ensuring designers allocated to any D&B tender release information in a sequence to allow enough time for other departments to fulfill their own obligations IE Estimators enough time to send out and receive enquiries, ensuring design are specifying manufacturers or suppliers that can provide technical support.
- Scheduling, attending and chairing mid tender meetings to monitor the progress of tenders and how information is being collated between departments and correctional measures necessary to prevent abortive works or costs / Additional detail required
- Arranging and chairing meetings with supplier specialists (M&E) during the tender process to ensure tender requirements are met and technical support is being provided to comply with the tender. Sometimes this involves allocating internal technical designers to provide additional support to the tender drawing pack IE layering mechanical and electrical proposals onto concept designs to comply with any detailed tender requirements.
- Managing the bid departments during a tender period to make sure everyone is aware of the time constraints and or have any issues with the level of detail that is expected from them for our tender bid to be compliant and better our chances of success.
- Binding departments together by 'simply speaking to people' and ensuring information is shared amongst those who need it in a timely manner, being the conduit.
- Ensuring all information requested within the tender requirement documents are compiled into a formal tender submission document and submitted to the commercial lead for review and adapted where necessary.
- Where consultants are employed for larger more technical tenders a design fee and or scope of works is agreed for the tender support required and this would largely vary from project to project. During this period I would monitor and review the documents produced for the tender and ensure all the fee requirements / brief are met and request further information where necessary.
- Attending pitch meetings or handing over information to the pitch team prior to attending interviews or client meetings to discuss our formal tender submissions. The pitch team is usually established during the tender period depending on how well we know the client or depending on what the tender documentation asks for.
- On successfully being awarded a project I would schedule and attend internal handover meetings with the project delivery team and allocate resources to ensure our pre-construction responsibilities are allocated to the right teams and track this period ensuring milestones are met. At this stage company risks and mitigation strategies will be discussed and the appropriate action taken.

Planning / Programming

Within this role I worked in a supporting capacity to provide procurement, programming and planning advice to the wider contracting teams and contracts managers. On larger projects I attend site on request and offer the following support:-

- Liaise with specialist suppliers and or sub-contractors on any procurement issues and any slippage in service provisions and mitigate where possible if engaged early enough.
- Monitor critical activities of the project programme advising the project team of potential threats and improvements.
- Assist with producing supporting information for monthly progress reports.
- Prepare / Present information for internal meetings on the project.
- Control and record programme revision / Updates
- Participate in project meetings and discussions with the client or supply chain as required.
- Develop look ahead programmes with the site teams.

For all official tenders I produce project specific documentation and supporting evidence as required within the tender requirements. This includes but is not limited to

- Construction method statements and project engagement plans
- Detailed tender programmes
- Detailed design and procurement programmes
- Procurement schedules and strategy documents
- Construction phase health and safety plans
- Project risk registers and mitigation strategies.
- Detailed site logistics plans.
- Produce occupation strategy / phasing documents.
- Liaise with Sub contractors and suppliers to organise the phases of the construction development.
- Alternative methods and proposals to better meet client deadlines
- Non-Compliant optioneering

June 2014 – March 2017 – Senior Project Manager – Preferred Spaces

Reference:- David Naylor (Client) Tel: 07038793830, Andrew Plastow (Director) Tel: 07701330164

Main duties

- Establish student accommodation division, successfully develop client relationships with some of the UKS largest Student accommodation providers (Greystar / IQ Vero / Empiric)
- Working alongside clients and designers to develop high end specifications and Brand DNA for student amenity roll out schemes in accordance with clients branding guidelines and brief.
- Planning and scheduling for all projects within the company to maintain continuity of workload from design to implementation.
- Developing designs from concept through to completion and producing detailed scope of works by working closely with all parties and consultants to reduce design time ensuring procurement deadlines are met in line with client key delivery dates.
- Create specifications and work schedules for present and future projects and tenders
- Work In conjunction with the project team to prepare detailed construction programmes for new projects
- Representing the company at contractor / client progress meetings to monitor and review project costs and programmes
- Procuring and scheduling materials, labour and resources for all Projects
- Estimate, value, let and procure all packages involved within the project specifications and contract drawings.
- Implement milestones and phasing within projects to monitor critical activities throughout the project life-cycle
- Handover completed projects to building management teams alongside the customer services manager demonstrating the new facilities and technology for all future building users.

March 2013 – June 2014 – Europa – Bilfinger Group – Project Manager / Accounts management

Oct 2012 – February 2013 – ADT Workplace – £1.5m Cat A & B – 16 Weeks, [Website](#)

Site Based Freelance Project Manager

Employed as a Site Based Project Manager for a D&B office refurbishment for Liverpool Mutual Homes housing association. The Project consists of the internal strip out, Cat A & Cat B Internal Fit out over 3 floors in a sequence during a 16-week period. With upwards of 50 trades under my supervision, daily decisions needed to be made with multiple trades, working closely with the client, building consultants, Project team and Building control to enable steady progress. The Project completed on time and within budget.

March 2010 – October 2012

Project Manager – Spacescape Workplace solutions.

Main duties

- Planning and programming for all projects using MS project
 - Estimate, value, let and procure all packages involved within the project specifications.
 - Compiling project health and safety documentation for all sites including construction phase plans, H&S file and site management files.
 - Producing take offs from Architects drawings for site ordering and purchase of materials, raising sub-contractors and suppliers purchase orders, Producing, updating and maintaining contract files, requesting further design information from Architects and clients and general contract administration duties ensuring smooth running of various projects.
 - Representing the company at contractor / client progress meetings to monitor and review project costs.
 - Procuring and scheduling materials, labour and resources for all sites.
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August 2007 – January 2010

Forrest Joinery and Construction, Blackburn, Lancashire

Contracts Manager

Forrest contracts specialize in the residential, commercial, fast food retail and education sectors. The majority of there workload consists of short term, high value projects ranging from 3 – 18week nationwide contracts. My role as Contracts Manager was all encompassing, client facing and hands on, Responsible for the overall day to day operation of multiple sites, site management, sub-contractors, suppliers, Architects and clients. Accurate planning and organization skills along with being a keen negotiator and good with people were vital skills required for completing over 40 refurbishments and numerous minor works projects on time and to the client's satisfaction.

Main duties

- Producing detailed site surveys and condition reports for various properties as required.
 - Producing take offs from Architects drawings for site ordering and purchase of materials, raising sub-contractors and suppliers purchase orders, updating and maintaining contract files, requesting further design information from Architects and clients and general contract administration duties ensuring smooth running of various projects.
 - Representing the company at contractors meetings and maintaining client satisfaction.
 - Procuring and scheduling materials, labour and resources for all sites.
 - Providing cover for site managers when required to maintain site progress and supervision
 - Producing comprehensive, safe and practical works programs using Microsoft project 2007
 - Producing Construction Phase health and safety plans for approval by CDM co-ordinators, obtaining work permits, producing method statements and risk assessments for a variety of work activities.
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Feb 2002 – August 2006

Building Surveyor - Bolton At Home, local Government ALMO

- Undertake comprehensive inspection and building surveys of Social housing stock & commercial premises to establish what works are required to upgrade these to government standards.
- Project Manage and undertake site supervision of contractors and contract administration duties
- Interpretation of contract documents, document, determine and issue site instructions.

- Maintain and develop good working relationships with internal and external customers & Partners providing information, documentation & technical support
- Provide advice to project managers on contract administration, valuations and measures of contracts under my supervision and handover completed projects to estate management.
- Provide weekly and monthly progress reports and maintain a site diary as work proceeds
- Assist in the design and production of Contract drawings, Tender documents, valuations, filing, computer analysis and research along with submitting planning applications to the town hall.
- Ensure all materials and workmanship are in accordance with the contract documentation specifications and current building regulations.
- To attend and represent the company at various community panel meetings and inform the local community of planned works being executed in there areas and how this work will effect them
- Create specifications and work schedules for present and future contracts

Training and qualifications

SMSTS - Lapsed

First Aid Training - Lapsed

CSCS Supervisor – Lapsed

Microsoft Project

Asbestos awareness

Site waste management

CDM awareness

IOSH Managing Safely

Auto CAD Level 1&2 Bolton College

HNC Construction technology management

NVQ1 & 2 Wood occupations, Blackpool and the Fylde college.

References and project portfolio available on Request