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**Personal Profile /Construction site/project manager “Cover Letter”**

I am an honest hard working and extremely reliable person with high standards of integrity in day to day life, as well as my professional working life. I have a great team ethic to resolve issues but will make individual decisions and take ownership and responsibilities by using my experience and initiative when the situation arises.

Having experience of working on a daily basis with all relevant trades and sub-contractors, taking full responsibility of site project and programme requirements, and also dealing with fellow professionals, such as senior/corporate management Architects/Engineers, and with problem solving and communication.

With a strong design build contracting background I can liaise easily with fellow company professionals, architects and design engineers on a regular basis, resolving issues and problem solving. I have shown myself to be a resourceful, flexible, innovative, and professional site/ project manager with considerable knowledge of the construction industry. As well as possessing excellent organizational, planning and time management skills, and a consistent track record of improving efficiency and maximizing profits, whilst minimizing costs.

A confident and reliable individual with a commercial approach to solving problems. Able to manage and coordinate all construction activities and ensure that all project deliverables are achieved with regards to safety, quality, programme and cost.
Adaptable and able to get along with work colleagues and clients, now looking to further enhance my career by working for an ambitious and progressive company.

History of taking contracts from pre-start to completion with experience in enabling works, ground remediation, clean cover systems, infrastructure, deep drainage, road formation and plot substructure works, through to building fit out/CML completion and client handover and post contract agreements to client satisfaction, including Building Regs, LABC ,NHBC, Highways, Adoptions, Sewers and Drains,

**Qualities and Skills**

Punctual, trustworthy and extremely reliable

30 years experience in the construction industry

18 years construction management experience

Approachable with excellent verbal, IT communication skills and training ECDL L2

Calm and level headed under pressure with professional man management persona

Always inquisitive to learn new skills and qualifications for career progression

Professional and fair approach to the daily work environment

**Working areas previously covered Scarborough /Whitby /York/ Teeside / Newcastle**

**20 years construction management experience**

**Employment History** **Site manager** (Project values from £0.5 million to £20 Million)

Site manager David Wilson Homes New build Hi-spec private housing 2016 -2017 current

Site manager Rouse Homes New build Hi spec private housing 2015-16

Site Manager manager Southdale Homes New build social housing 2013-2015

Self employed Building/Renovation Company New build & renovation 2011/2012

Site project manager Mulgrave Estates/ KD Building, National Parks cottages 2011 – 2012

Site manager Wilmott Dixon, BSF agency New school facade and external works finishes 2011

Site manager McInereny Homes New build bespoke houses and apartments 2006 – 2009

Site manager Barratt Homes - New build spec housing 2004 – 2005

Site /senior manager Harrison Construction 1998 – 2004

Assistant site manger Harrison Construction 1996 - 1997

Bespoke new build houses 2004/05

New build private apartments and houses Affordable & social housing 2003/2004

Renovation listed building schoolhouse to apartments 2002/2003

New build steel framed Offices/building society HQ 2003

Affordable /Social houses 2001/

New build NHS Mental care unit and part renovation existing 1999/2000

New build steel framed warehouse 2000

Renovation old school to retirement apartments 1998/99

New build social housing 1997

**Previous Trade history**

Self employed joinery business including adapting to other trades 1994 - 1997

10 years site joiner, Civils/housing/commercial/industrial George Wimpey, Persimmon, Taylor Homes, Tarmac, Harrison Construction, 1982 - 1993

4 years apprentice carpenter/ joiner city and guild indentured at George Wimpey 1979 - 1982

1 year assistant setting out engineer at George Wimpey 1978

**Project Types**

Listed buildings, new build, and refurbishment, design and build project.

Commercial construction

Schools,

NHS projects

Warehouse

Residential, private, social and affordable housing including partnerships/framework contracts

Traditional and Timber Frame and Steel Frame Construction

ICF Concrete Construction

Low and medium multi storey Rise Construction

Infrastructure roads/sewers/surface & deep drainage/attenuation/river defence/ground remediation

Sustainable Codes with recent Solar/Heat & air source systems

Piling/Raft depth foundation construction

**Qualifications/Training**

L4 NVQ Diploma construction and contracting

Black CSCS card 2012-2018

SMSTS 2012-2017

First aid at work 2015-2018 (October)

PMP Project Management Professional 2013/14 Introductory Foundation Training

Foundation Training Level 2 ICT Computer ECDL Microsoft Office 2012

Scaffold managers inspection CITB 2015/ 2020

Currently studying Microsoft Excel

LOLER Crane Appointed Person 2016

**Additional and previous training/qualifications**

Pasma

Cat & Genny identification scan

Swale deck temporary platforms

CDM Regs

Fire Safety Training 2014

Equality and Diversity in the workplace

Display screen equipment workplace safety

London Institute City Guilds Carpenter Joiner

Asbestos Awareness 2014

Institute of Leadership and Management introductory award/city and guilds approved

Pro-active management Excelling as a first time manager/supervisor

Improving construction site communication Basic IT trained

Scaffold inspection certified

Scaffold inspection awareness appreciation

Managing confined spaces

CITB safety awareness

NHBC defect prevention and compliance

Customer care Satisfaction

Environment site awareness

SHE policy & management instruction training

VRQ part P Electrical training

NHBC defect prevtion/building regs 2017

Career History

City and guilds indentured time served carpenter/joiner with George Wimpey 1978-82

15 years as site joiner with Persimmon, Barratt, Shepherd, Wimpey, Tay homes, 1978-93

2 years as building supervisor for Camphill village trust 93-94

1-year supervisor of joinery fit out Tarmac construction 1995- 96

2years as assistant site manager, Harrison construction 1997-98

7years site/project manager design build-Harrison Construction 1999-2005

Site manager with Barratt Homes 2005-2006

Site manager with McInerney Homes 2006-2009

Site/project manager with SGW 2008-09 Agency

Site manger ROK plc 2010, Agency

Site/project manger KD Building/Mulgrave estates 2010/2011

Civils working supervisor infrastructure attenuation pipeline 2012

Site Manager Wilmot Dixon BSF Completion finishing works 2013 Agency

Site Manager Southdale LTD new social affordable housing 2014-2015

Site Manager Rouse Homes new hi-spec private housing 2015 -

Managerial History -private/residential/social housing, national parks

No 2 assistant manager: Refurbishment and part new of existing flats - value 0.5 million.- Harrison construction-1996 SCARBOROUGH

No 1 manager: Refurbishment of church school to social housing of 40 flats and communal facilities for elderly value £1 million. – Harrison construction 1996-97 SCARBOROUGH

N0 1 manager: New build of flats and houses for private and social housing value £3million. – Harrison construction 1997-98 SCARBOROUGH

No 1 manager: New build of 16 hi-spec houses/bungalows value £5 million. – Harrison construction -1998-99 SCARBOROUGH

Phase 1 no 2 site manager ; Phase 2 No1 project/senior site manager : New build of 20 Social housing, 126 flats and town houses & 8 renovated flats in grade 2 listed building, value £15 million. – Harrison construction-2002-2004 WHITBY

No 1 project/senior site manager: New build 5 social housing and 11 hi spec bespoke private houses value £2 million. – Harrison construction 2004-2005 KIRBYMOORSIDE

No 1site manager: New Build 65 Private Housing value £12 million. Barratt Homes 2005 -2006 MIDDLESBROUGH

No 1 site manager : Bespoke New build timber frame 56 apartments and 18 town houses, value £9 million McInerney Homes-2006. – 2007 MIDDLESBROUGH

No 1 site manager : New build 49 timber frame town houses value 6 million – McInerney Homes-2007-2008 NEWCASTLE

Grade 2 listed farm renovation national parks 2010 Whitby

National parks affordable cottages to code 4 2011/12 Whitby

Social affordable housing 2014-2015 Middlesbrough

New Build Private housing 2015 – on going Leeds

New Build hi-spec private housing 2016-17 Whitby

Construction/Commercial/Contracting all with civils and infrastructure/externals/

No 2 assistant manager : Steel framed warehouse depot value 0.4million-Harrison construction 1998 SCARBOROUGH

No 1 site manager : New build and part refurbishment of 20-bed mental care unit for NHS. value 1 million. – Harrison construction 1999-2000 SCARBOROUGH

No 1 manager : Steel framed/glass car showroom 2000 value 0.35 million- Harrison construction 2001 SCARBOROUGH

No 1 site manager : New build steel framed/glass of Scarborough building society HQ value £7 million. – Harrison construction 2001-2002 SCARBOROUGH

No 1 site/project manager Steel framed retail units SGW construction august 2008 due completion Jan 2009 – value 0.5 million HARTLEPOOL

No 1 site project manager Rok Plc school extension and renovation Scarborough 2009

Finishes Build Manager / BSF Middlesbrough 2012 Wilmot Dixon (agency)

Roles & Responsibilities

Management & organisation of site personnel/trades at anyone time on site/regular daily programming and health & safety.

Client / customer focused Regular liaison and direct contact / chair meetings as required with relevant parties such as architect, design/structural engineer/client / clerk of works/L.A/building control/inspector/adoptions/highways/statutory authorities/Live services up to completion/agreements stage.

Weekly/daily and monthly reports allocation, programmes, progress reports - Filing of all paperwork &correspondence for the build project.

Health and safety documentation collaborated, monitored and implemented. Health and safety pro-active, Method statements, risk assessments, toolbox talks, accident/incident reports.

Good Cost control including Plant, labour & Materials.

Monthly contract valuation reports & costing, and contract review and client contractor’s reports, daily/weekly variations & instruction

RECENT SITE DIARY HISTORY AND RESPONSIBILITIES

Management & organisation up to 80+ personnel/trades at anyone time on site/regular 50+ & daily programming and health & safety that that evolves with this.

All works up to 2004 have been generally been design build contracts acting as principal contractor from infrastructure to completion

Social housing market in conjunction with employer’s requirements & specification

Regular liaison and direct contact/ chair meetings as required with relevant parties such as architect, design/structural engineer/client/ clerk of works/L.A/building control/inspector/adoptions/highways/statutory authorities/Live services up to completion/agreements stage

Acting as principal contractor co-ordination usually on infrastructure/roads/sewers/Live services etc

Weekly/daily labour reports, programmes, scaffold inspections!

Method statements, risk assessments, toolbox talks, accident/incident reports

Health and safety pro-active

Material & plant quantities and ordering to entire contract- co-ordination/schedules/take offs/Bill of quantities

Sub-contract co-ordination, performance and programming to suit.

Monthly contract valuation reports & costing, and contract review and client contractor’s reports, daily/weekly variations & instruction

Weekly and monthly progress delays reports

Programme updates/breakdown in relation to master programme

Individual trades daily/weekly/monthly programming

Filing of all paperwork &correspondence which on design build can be substantial

Client/customer focused

Telephone, Letters, Fax, e-mail as required, daily computer/laptop/IT, usage and correspondence

Material and Labour quality control

Staged building inspections to nhbc / Zurich / local authority/build control standard/staged sign off to/practical completion /cml /client completion/handover

Subcontract placement and monitoring

Pre-site set up and planning

Health and safety documentation collaborated, monitored and implemented

Adoptions to handover section agreements responsibility to statutory and local authorities

Environmental awareness pro-active implementation and training