



PROJECT MANAGERS – CIVIL ENGINEERING

JOB & PERSON SPECIFICATION

FEBRUARY 2017



JOB SPECIFICATION

POSITION : PROJECT MANAGERS – CIVIL ENGINEERING

REPORTS TO : CONSTRUCTION MANAGER

GENERAL SUMMARY OF DUTIES

Responsible for the overall direction of the project team and onsite control of all company resources on the Client's projects so that the projects are completed to the Client's requirements.

SPECIFIC DUTIES

1. GENERAL

- Responsible for all construction facets of the project
- Liaise with Construction Manager and coordinate the utilisation of company resources
- Assign duties and responsibilities to personnel
- Lead the project team and provides support, guidance and clear direction to site staff
- Assist all personnel as required to make sure the project operates smoothly and also advise management if personnel are struggling to complete their duties
- Provide consistent controls and guidelines in line with the Client's policies and procedures
- Control the supply of materials and subcontractors' activities in conjunction with the Construction Manager
- Client management including receiving Client requests and instructions
- Oversee progress of the work to meet programmed requirements
- Use their best endeavours to coordinate with and assist all parties to facilitate the successful completion of the Works and satisfy all contract requirements
- Ensure the works are carried out in accordance with the documented safety, environmental and quality requirements of the project
- Represents the Client in a professional manner at all times setting the benchmark for others

2. PROJECT MANAGEMENT

- Attend Hand-Over Meeting
- Monitor and direct support staff
- Prepare and implement training plan
- Manage industrial relations on site
- Submit and close out Request for Information (RFI's)
- Prepare monthly reports
- Prepare data for Close-Out Meeting

3. COMMERCIAL

- Conducts high level commercial and supply negotiations
- Ensure that all legal and specification obligations of the Contract are met
- Responsible for preparing and submitting Variations and Extension of Time claims in accordance with the conditions of the Contract



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4. VARIATIONS

- Identify variations claims
- Price variation work prior to commencement
- Review variation claims

5. FINANCIAL

- Prepare Monthly Progress Claim quantities in conjunction with Contract Administrator/Site Engineer
- Prepare and submit Progress Claim
- Verify subcontractor claims

6. COST CONTROL

- Establish and maintain project budget
- Report earnings vs costs on weekly basis
- Track costs and forecast costs to complete
- Review construction methods with respect to efficient use
- Undertake independent cost analysis of work processes as necessary
- Complete job costing reports

7. PROGRAM

- Develop Construction Program
- Monitor project performance and report progress against program weekly to Construction Manager
- Responsible for liaising with Client on base line and target programs

8. RESOURCE ALLOCATION

- Review resource allocation to determine the most efficient allocation of plant and labour and re-allocate as appropriate
- Forward planning of resource allocation
- Report resource allocations at weekly coordination meetings
- Ensure resources are available for emergency, safety and environmental requirements

9. PROCUREMENT

- Prepare Subcontract Agreements
- Review Purchase Orders prior to placement
- Review and approve invoices

10. DAILY SITE DUTIES

- Liaise with site management (Site Manager, Supervisors, Site Engineer, etc) with regards to their daily requirements

11. SERVICE AUTHORITIES

- Liaise with service authorities (i.e. Telstra, ETSA, Origin, SA Water, etc)

12. MEETINGS

- Attend weekly site meetings
- Attends when available or invited to daily pre-start and tool box meetings



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13. DOCUMENTS AND RECORDS

- Review and approve project documents

14. ADMINISTRATIVE FORMS

- Complete and submit forms as required (i.e. SA Water, CITB Levy, Insurances, ETSA Notification of Works, DAIS Commencement of Works)

15. QUALITY

- Provide input to the development of the Project Management Plan (PMP)
- Review and approve PMP
- Approve remedial actions for NCR's
- Close out NCR's and CAR's
- Update construction methodologies
- Sign-off audit reports

16. SAFETY AND ENVIRONMENT

- Discharge responsibilities as detailed in the relevant legislation, HSE policies and procedures
- Ensure that HSE policies and procedures are properly implemented
- Regular monitoring of the effectiveness of risk control measures (i.e. JSEA's and environmental control measures) and rectify deviations from standards
- Ensure that personnel within their control have adequate supervision, instruction, knowledge and skills to carry out their HSE responsibilities
- Consult with personnel and their representatives on any proposals for, or changes to the workplace, work practices, policies or procedures which may affect the health and safety of personnel
- Stop any person they see performing an unsafe act and point out the dangers involved
- Ensure that clothing appropriate to the task is worn and worn correctly
- Ensure that tools and equipment are adequate and safe
- Ensure that the work area is kept orderly during the work and left tidy when finished
- Prevent "horseplay" at the worksite
- Do not knowingly permit a person who is affected by alcohol or other drugs to start work or remain at work
- Ensure that subcontractors are able to comply with project HSE requirements
- Assist with the development of JSEA's and SWM
- Prepare induction format
- Assist in the completion of Accident Reports and Investigations
- Close out and sign-off Accident Report and Investigations
- Prepare SEDMP



PERSON SPECIFICATION

COMPETENCIES REQUIRED

- Demonstrated understanding of safety and environmental roles and responsibilities
- Experience as a Site Manager in civil construction, or similar
- Tertiary qualifications in an appropriate field are preferred
- Leadership experience and skills
- Construction Industry General Induction Training (often referred to as White Card), Driver's Licence, Senior First Aid, Workzone Traffic Management, Confined Space Entry
- Trained in OHS statutory requirements, responsibilities and hazard management
- Knowledge of QA systems, safe work methods and environmental control measures



HOW TO APPLY

Applications in Word format only should be forwarded to Pratiksha Becker by email to C21339@hender.com.au Telephone enquiries are welcome and may be directed to Rosemary Hocking on (08) 8100 8818.

Please Note

Your application will be automatically acknowledged by a return email.