

Job Description

Project Manager

New **Incumbent** HokiFinancial Delegation Report to

Functional Relationships Internal

Functional Relationships External

Objective

The Project Manager applies an approach to planning, scheduling and controlling projects from client acceptance through to completion.

Key requirements

The key results required for each project are:

1. Provide health and safety leadership to the project team promoting a "zero harm" culture
2. Manage the project budget
 - tracking project expenditure (time and materials)
 - produce project claims
 - manage project variations
3. Meet or improve on the required construction timeframe
4. Meet or improve on the required quality standards
5. Promote the company's reputation by ensuring the customer is satisfied with all aspects of the project delivery
6. Keep accurate written records

Conduct

- Live the Westroads Values
- Tidy business dress is expected including wearing company branded clothes where provided
- Use socially acceptable language, especially when working in public locations
- Be courteous and polite to workmates, customers and members of the public at all times
- Racial, sexual or any other form of discrimination is not acceptable
- Conduct yourself in a way that lifts the company's reputation
- Do not engage the media nor make statements on behalf of Westroads

Work tasks

Contract Documents

- Review contract documents and the project scope and specification

Timeline

- Develop a construction program in accordance with contract requirements
- Facilitate productivity by ensuring the site crew has the required resources
- Implement and manage project changes and interventions to achieve required construction program
- Keep all relevant stakeholders informed preferably in writing of actual or potential changes to the construction program

Budget

- Track project costs against budget and take all reasonable steps to minimize company expenditure on a project while maintaining the required timeline and quality
- Create accurate progress claims for invoicing
- Gain acceptance from the client that a change of scope is a variation and either have a variation quote accepted or track time and materials for the variation

Quality

- Perform site checks to ensure each portion of the contract works is completed to the specified requirements as a minimum acceptable standard.

Risk management / problem solving

- Identify issues that may affect the timeline. Budget or quality of a project and determine the most appropriate response to mitigate that risk. Involve the Manager and other stakeholders as required.
- Troubleshoot technical issues

Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc
- Communicate stakeholder requirements to the appropriate staff members
- Contribute to planning meetings by providing accurate resource requirements
- Accurately communicate project status, issues and risks to Branch Managers
- Keep comprehensive and accurate written records of communications with clients, client representatives, suppliers and sub-contractors

Tendering

- Provide information to the Estimator to help with tenders as requested
- Review draft tenders as requested by the Estimator and provide comment

Health and Safety

- Understand your responsibilities under the Health & Safety at Works Act 2015.
- Know and apply Westroads Health and Safety Manual and apply industry best practice.
- Manage risks so far as it is reasonably practicable.
- Provide instructions to employees about safe work procedures.
- Provide Health and Safety performance criteria for all work areas. Enforce all established safety regulations and work methods. Take corrective action as necessary to ensure compliance with the rules.
- Encourage actively the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions.
- Investigate all reported accidents, incidents and unsafe conditions, to ensure all contributing factors are identified and, where appropriate, following through with required actions.
- Ensure all workers are appropriately trained in order to perform their duties in a safe manner.
- Provide an example for others by always directing and performing work in a safe manner.
- Conduct regular inspections of the work place for unsafe practices and conditions and ensure prompt corrective action.
- Be aware of the risk that exist for the short term, temporary and newly hired employee. Ensure that new employees receive detailed safety instructions before they are allowed to start work.
- Ensure Sop's are developed and used for all relevant work
- Attend and/or conduct regularly safety meetings
- Ensure all Contractors have been inducted and have supplied their companies' Health and Safety Policy and relevant qualification of their employees.

Environmental

- Manage hazards that may affect the environment
- Ensure material safety data sheet(MSDS) are provided to staff

Communication

- Establish and maintain effective working relationships at all levels within the company and externally with client representatives, authorities etc.
- Communicate stakeholder requirements to the appropriate staff members
- Contribute to planning meetings by providing accurate resource requirements
- Hold regular toolbox talks with crews/supervisors
- Keep comprehensive and accurate written records of communications with clients, client representatives, suppliers and sub-contractors

Work Activities

- Limited work in all weather and traffic conditions and wears appropriate protective clothing
- Long periods fo sitting
- Repetitive hand and arm movements possible.
- Mental activities necessary include practical, organisational and problem-solving skills.