

Job Description

Contract Manager

Area

New

IncumbentFinancial Delegation Report to

Objective

1. To ensure all roading, civil and maintenance projects meet the expected outcome targets for completion dates, profitability, quality and safety as set by your manager and in accordance with Westroads policies and procedures.
2. Overall responsibility for programming of work to achieve productivity, plant utilisation and client expectations.
3. You will work with the Contract Managers and Project Managers to ensure each project is resourced correctly and they understand what the expected outcomes are.
4. All staff are expected to undertake reasonable instructions throughout each project and you will be required to ensure staff remain accountable for achieving the results required and adhering to Westroads policies and procedures.
5. Recognise training requirements for staff and work with your manager to develop a programme for them.
6. Lead by example.

Conduct

- Live the Westroads Values
- Attend work in a fit state for duties
- 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, while following Westroads values
- Do not engage the media nor make statements on behalf of Westroads

Work tasks

Contract Management

- Understanding tender / contract requirements
- Price small to medium projects
- Setting out and measurement of completed work
- Ordering of materials
- Planning and delivery of forward works programmes
- Resource allocation (staff, plant and equipment)
- Issue work instructions for each project
- Understand the conditions of contract

Staff Management

- Supervision of staff
- Identify training needs
- Support performance appraisals
- Ensure staff are fully trained and competent to do the work before they are engaged to work

- Timely signing off on timesheets
- Hold staff accountable

Quality Assurance

- Adhere to contract specifications and industry best practices
- Adherence to Client Specifications
- Adherence to Company Policy
- Adherence to Quality Management Procedures
- Ensure testing meets requirements on the inspection and test plan

Reporting

- Monthly programming and (internal and external) reporting
- Weekly progress reporting to Operations Manager

Audits

- Visit site as per company policy
- Undertake site / traffic audits as per company policy and company KPIs

Other

- Other duties and task throughout the West Coast as may be required.

Health and Safety

- Understand your responsibilities under the Health & Safety at Work 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 of sitting
- Repetitive hand and arm movements possible.
- Mental activities necessary include practical, organisational and problem-solving skills.