Position Description

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| **Position** | Project Coordinator |
| **Report to** | Construction Manager |
| **Direct Reports** | Nil |
| **Business Unit** | Construction |
| **Location** | Otago / Southland |

## Position scope and purpose

To be part of a dedicated project team, committed to efficiently and effectively manage the delivery and handover of Calder Stewart commercial and industrial building projects through planning, documentation, implementation and coordination of Calder Stewart staff, contractors, sub-contractors and suppliers ensuring customer satisfaction through a high standard of professionalism and conduct.

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| key responsibilities | key results |
| Ensure Health, Safety & Environmental requirements are addressed in all operations and project planning | * All work is carried out in a safe manner and in accordance with company HSE policies. * Throughout the workday HSE practice is observed and action taken if practices are unsafe / non-compliant. * Effectively contributes to the implementation of HSE policies and procedures. * Complies with HSE policies, procedures and guidelines. * Reports all HSE risks and incidents. * Completes HSE Risk Identification and Assessments. * Collaborate and implement Improvement suggestions in your area of responsibility. * Participate in emergency response training and practice drills. * Participates in HSE Meetings where required. * Participates in Staff Meetings if requested. |
| **Project Programming**  In conjunction with the Site Manager, ensure project programming is effectively completed.  **Leadership and Staff Management**  Foster good relationships and demonstrate good leadership with all stakeholders of our business and in relation to all project work.  **Quality**  Ensure quality related work is conducted and completed in a timely manner  **Contract Administration**  Undertake contract administration duties including but not limited to obtaining prices, issuing purchase orders.  **Project Management** | * Produce detailed construction programmes for projects and maintain within Microsoft Project and procurement schedule. * Effective relationships are developed and maintained at all times with our client, site staff, consultants and subcontractors. * The project team deliver the project on time and within budget with effective management and leadership. * Team meetings are attended and documented as required. * Construction sites are visited as required in order to perform the role effectively. * Last planner is in place and regularly updated. * Effective management of project documentation in conjunction with Operations Manager, Site Manager & Quantity Surveyor including   + Contract documentation   + Consent documentation   + H&S documentation   + QA plan documentation & ITP   + Handover documentation * Risks associated with the project are identified and effective mitigating actions are introduced. * Verbal & written communications are relevant, timely & recorded. * Documentation is kept up to date, relevant, timely & recorded. * Design documentation is reviewed ensuring constructability issues are understood and risk mitigated. * Consultants are lead and managed to achieve successful project completion. * Input is provided for Contract negotiation (Main Contract, Consultant Contract & Subcontract. * Drawings and specifications are interpreted and communicated effectively to staff, subcontractors, suppliers and the client. * Projects are monitored for compliance with all building codes and relevant regulations. * All warranties, guarantees, permits and licenses are obtained, enforced and supplied to the client upon completion of the project. * Completed work is inspected to ensure a consistently high level of product finish. * All contract purchase orders and documentation are completed as contract conditions specify in a timely manner. * A monthly report is provided to the Regional Manager incorporating programme status, health & safety, risks, quality and financial statuses. * All contracts are administered professionally with all milestones achieved as proposed. * Variations are documented and actual materials and labour are accurately recorded. * Project programme is effectively maintained, and regular reports are provided to management and clients. * Lead times are met, and client design issues are resolved. * Correct contract consents and approvals are obtained and complied with. * Schedule, project changes and document variations are recorded and actioned. * RFI & CAN registers and documentation updated and retained on site. * All required site records, plans and specifications are filed and kept up to date. * All site documentation is up to date. * Support provided to Project Teams weekly and monthly as part of planning processes. * Use Procore, Sign on site, mobile devices and desktop applications to carry out daily tasks. * Coordinate and manage project compliance in accordance with established practices. * All key personnel have copy of projected timelines including key milestones to be achieved. * Regular Project meetings are scheduled to chart progress. * Close out phase including CCC paperwork from sub-contractors. * Contingency plans to mitigate all identified and potential risks to the smooth running of the project are conducted in conjunction with Commercial Manager. * Complete relevant documentation and orders related to the projects. |

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

## key Relationships

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| Internal | External |
| * Regional Manager * Construction Manager * Operations Manager * Commercial Managers * Quantity Surveyor * Project Managers * Administration staff * Construction staff | * Contractors * Subcontractors * Suppliers * Clients and potential clients * Design Consultants |

## Person Specifications

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| Essential | Desirable |
| * Extensive experience at a management or senior level in the construction industry. * Evident interpersonal skills that ensure strong client relationships are formed along with high level of communication ability both written and verbal. * Attention to detail and ability to think conceptually, interpret drawings and determine the right outcome for the client. * Proven negotiation skills, problem solving techniques and able to handle situations under pressure. * Proven organisational and time-management skills with the ability to prioritise work effectively. * Professional manner and is adaptable and flexible to the competing demands of the role. * Competence in Microsoft Office and MS Project. * Flexible and adaptable. * Results oriented and a strong desire for success Self-motivated and can work autonomously or with a team. * Working knowledge of contract law and conditions of contract (NZS 3910, 3915, 3916) * Site Safety passport or similar. * Relationship focussed – Shows a good understanding of the importance of good relationships and maintains a high level of integrity. | * A formal qualification in Contract Management or Project or Property Management * Management experience specifically in a commercial/industrial environment along with knowledge of a variety of building/construction techniques * A relevant trade/advanced trade certificate * Proven negotiation skills, problem solving techniques and able to handle situations under pressure * Experience in Design Build Construction. |