Position Description

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| **Position** | Project Manager |
| **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 of Calder Stewart commercial and industrial building projects through planning, 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 | * Produce detailed construction programmes for projects and maintain within Microsoft Project. |
| **Leadership and Staff Management**  Foster good relationships and demonstrate good leadership with all stakeholders of our business and in relation to all project work | * 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 on a regular basis in-order to perform Project Management role effectively |
| **Financial**  Ensure project is delivered on budget | * Coordination with the Quantity Surveyor, Operations Managers and Site Managers to ensure projects are delivered and completed within budget. * Work with Quantity Surveyor to identify and mitigate all financial risk areas of the project * Contractual obligations are adhered to at all times. |
| **Quality**  Ensure quality related work is conducted and completed in a timely manner | * 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 and issues 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 and recorded * Design documentation is reviewed ensuring constructability issues are understood and risk mitigated * Clients are communicated to on a regular basis regarding project status * Consultants are lead and managed to achieve successful project completion * Drawings and specifications are interpreted and communicated effectively to staff, sub-contractors, 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. |
| **Contract Supervision**  Ensure adequate supervision of the project team is maintained | * Employees and subcontractors are briefed on project specifications, including location, materials, allowances etc * All subcontractors and employees are present on site, as required with all the requisite materials available when schedule dictates |
| **Contract Administration**  Undertake contract administration duties including but not limited to obtaining prices, issuing purchase orders, variations, and invoices | * All contract purchase orders, and documentation are completed as contract conditions specify and in a timely manner * A monthly report is provided to the Construction 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 |
| **Project Management** | * All key personnel have copy of projected timelines including key milestones to be achieved * Regular Project meetings are scheduled to chart progress * Contingency plans to mitigate all identified and potential risks to the smooth running of the project are conducted in conjunction with Site 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 |
| * Evident interpersonal skills that ensure strong client relationships are formed along with high level of communication ability both written and oral | * A formal qualification in Contract Management or Project or Property Management |
| * Attention to detail and ability to think conceptually, interpret drawings and determine the right outcome for the client | * Management experience specifically in a commercial/industrial environment along with knowledge of a variety of building/construction techniques |
| * Proven organisational and time-management skills with the ability to prioritise work effectively | * A relevant trade/advanced trade certificate |
| * Professional manner and is adaptable and flexible to the competing demands of the role | * Proven negotiation skills, problem solving techniques and able to handle situations under pressure |
| * Competence in Microsoft Office to include MS Project and Procore. | * Experience in Design Build Construction. |
| * Flexible and adaptable. |  |
| * Results oriented and a strong desire for success |  |
| * Ability to work unsupervised and to make decisions |  |
| * 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. |  |