

JOB DESCRIPTION

Project Manager



Section A: Organisation

TITLE:	Project Manager (PM)
EMPLOYING COMPANY:	CBC Tauranga
RESPONSIBLE TO:	BOP Manager/Director
SUPERVISING:	Site Supervision, Subcontractor Supervision on assigned project; Trades/Labourers, Subcontractor crews Note: Numbers involved and reporting relationships (direct or indirect) vary for the above, depending on project size and scope.
DELEGATION DURING ABSENCE:	In times of absence during the day, the Director is to appoint a person/s as responsible when absent. If absent for longer periods, the Director is to delegate the Project Manager's responsibilities.
JOB PURPOSE:	To efficiently and diligently carryout the pre-construction planning, programming and co-ordination, construction phase planning, programming and co-ordination and successful delivery of all on-site construction activities to ensure projects are completed on time, within budget without compromising quality or safety. Project Managers may be required to produce tender methodologies and programmes when required.

Section B: Accountabilities

Job Area: PROJECT MANAGEMENT	
Key Accountabilities	Measures
Plans, organises, and monitors the set-up and operation of necessary site establishment.	<ul style="list-style-type: none">Ensuring facilities are in place and are adequate and operational as required for the project.Ensuring set-up and running costs are minimised.
Construction Programme established and used to track performance.	<ul style="list-style-type: none">Methodology of construction determined and planned in detail.Timely establishment of Construction programme that will achieve the overall project completion within required timeframe. Continual monitoring and reporting (by exception) against project baseline where appropriate.Ensure an "aggressive" approach is taken at the beginning of every project to avoid later delays and the potential for a decline in quality / cost control as a result.Ensuring timely and accurate input of data to track the Construction Programme on a regular basis and discussed with Site Manager.Identify critical path activities, critical project milestones, and ensure construction design information is available in time to achieve programme dates.All RFI's are to be registered and realistic timeframes added for information to be provided. Late information is to be accurately recorded and programme implications recorded as appropriate.
Project performance requirements are met on an on-going basis.	<ul style="list-style-type: none">Ensuring that key milestones (including sub-trades) are achieved meeting (or exceeding) time, cost, and quality requirements.Assess Risk and implement/notify mitigation strategies.Implement appropriate actions for any potential or actual deviations to the Project Plan.Project compliance requirements, including Practical Completion, Code of Compliance Certificates, Defects Lists, and completion of defects sign off by

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	<p>Client etc, are completed accurately and on time.</p> <ul style="list-style-type: none"> ○ Overseeing the timely ordering and effective coordination of deliveries (and, for hire items, returns) to Site so as to minimise costs – including costs of delays. ○ Takes appropriate actions to minimise costs of any delays.
Issues, if any, are resolved without adverse impact on the overall success of the Project.	<ul style="list-style-type: none"> ○ All issues are resolved quickly and to the satisfaction of all parties.
Project Completion.	<ul style="list-style-type: none"> ○ Actively plan and manage the project completion process in good time to ensure all “deliverables” are available on or before the Practical Completion date. Ensure all defects are 100% complete on PC date. Ensure compliance documents are completed and council requirements met to allow Code Compliance Certificates to be issued.
Establish overall construction programme, monitor and adjust throughout the project.	<ul style="list-style-type: none"> ○ A meaningful programme which allows co-ordination of all activities with minimum conflict or disruption between activities and delivers the project completion on time or earlier.
Order materials, plant, etc, and coordinate deliveries with construction programme.	<ul style="list-style-type: none"> ○ Budgets and construction programme met or improved on.
Submit claims for time extensions when necessary.	<ul style="list-style-type: none"> ○ Construction period is maintained at a realistic level given the conditions encountered on-site and due to contractual changes. ○ No liquidated damages are imposed, or costs incurred due to prolonged hire periods.
Complete daily, weekly and monthly site reports.	<ul style="list-style-type: none"> ○ Good communication between PM’s, GM and Directors and early detection of problems.
Provide safety awareness amongst staff and subcontractors.	<ul style="list-style-type: none"> ○ Policies and procedures complied with as specified.
Follow established industry and company safety rules and regulations.	<ul style="list-style-type: none"> ○ Minimum of accidents.
Oversee the maintain of a safe and clean work environment and the use of equipment in a safe manner.	<ul style="list-style-type: none"> ○ Takes appropriate action and report unsafe situations and practices as necessary. ○ Equipment used correctly and not mistreated.

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Key Accountabilities	Measures
Pre-construction documents.	<ul style="list-style-type: none"> ○ Produce a detailed Construction Management Plan prior to the project commencing on site.
Project Administration.	<ul style="list-style-type: none"> ○ Ensure all RFI's are raised in a timely manner and recorded against the programme where critical information is received later than necessary.
On-site files and record keeping system maintained in accordance with Company Procedures and Systems.	<ul style="list-style-type: none"> ○ Thoroughly checks/oversees documentation as required/requested e.g. purchase orders; timesheets; delivery dockets; QA, Safety and Environmental Checks/Forms; etc, for timeliness, accuracy and cost validity. ○ Ensures accurate and appropriate Project records are established, maintained, and retained. ○ Ensure all site records are complete, filed appropriately, and readily retrievable.
Positive cash-flow is maintained for each Project.	<ul style="list-style-type: none"> ○ Ensures all project elements (e.g. practical completion certificate, sectional completion, code compliance certificate, completion of defects certificate) are completed and signed off promptly and in the prescribed manner.
Variations are approved.	<ul style="list-style-type: none"> ○ In liaison with the relevant QS, ensures variations are justified, supported by appropriate documentation, and promptly signed-off by necessary Parties.
Plan and set up temporary on-site facilities prior to, or in conjunction with commencement on site.	<ul style="list-style-type: none"> ○ Low preliminary and general establishment and running costs. Minimum disruption during contract with relocations or upgrades.
Supervise, assist and check site set out.	<ul style="list-style-type: none"> ○ Zero errors and costs associated with inaccuracies.
Supervise and co-ordinate on-site subcontract works.	<ul style="list-style-type: none"> ○ Activities allowed to be carried out efficiently with minimum disruption to other trades.

Job Area: HEALTH, SAFETY & ENVIRONMENT

Key Accountabilities	Measures
Maintains and enhances the 'safe work environment'.	<ul style="list-style-type: none"> ○ Reinforces 'safety and health' by regularly carrying out safety checks and ensuring a safe, clean work environment. ○ Looks out for, and follows up on, any issues regarding site health and safety, and environment. ○ Follows company procedures in identifying and managing hazards. ○ Follows company procedures in the prompt and thorough investigation and reporting of incidents, accidents and injuries.
Coordinating PCBU3 Subcontractors and other resources to ensure risks are managed to ALARP.	<ul style="list-style-type: none"> ○ Encourage a culture of 'Health and Safety Excellence' by role-modelling positive behaviours and actions in dealing with all stakeholders. ○ Ensure the implementation of the Worksite Management Plan. ○ Ensure the implementation of Health and Safety initiatives. ○ Ensure Health and Safety Risks are managed to ALARP. (As Low As Reasonably Practicable). ○ In collaboration with the Classic Group Health and Safety Manager, ensure all 'Notifiable Events' are reported to Worksafe NZ. ○ Ensure any multi-PCBU work areas and activities are managed accordingly, with Consultation, Cooperation and Coordination. ○ Ensure multi-PCBU arrangements have documented outcomes and clear lines of responsibility to ensure risk are managed to ALARP.

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	<ul style="list-style-type: none"> ○ Ensure that all personnel and PCBU's comply with expectations and requirements. ○ Ensure any subcontractor engaged to do work has completed the CBC Construction CPQ process. ○ Manage identified issues of Non-Conformance and escalate 'High Risk' issues to Senior Management. ○ Ensure assigned corrective action plan items are completed within the designated timeframe. ○ Monitor the effectiveness of corrective actions to ensure their suitability. ○ Ensure that the project safety performance, through CBC Construction Site Managers, is regularly discussed at toolbox meetings. ○ Ensure regular site inspections are carried out, documented and any issues identified are remedied through assigned Corrective Actions. ○ Regularly consult with CBC Construction Site Managers on HSEQ matters. ○ Active involvement in company safety. ○ Policies and procedures complied with as specified.
Ensure all CBC Employees, or subcontractors under CBC responsibility, complete the Site Health and Safety Induction prior to working onsite.	<ul style="list-style-type: none"> ○ No employees or subcontractors working on-site without having signed the Site Health and Safety Induction Form.
To closely monitor all new employees and subcontractors for quality of work, conduct etc.	<ul style="list-style-type: none"> ○ Competence and problems assessed quickly with early decisions on training required and future with CBC.

Job Area: COMPANY POLICIES & PROCEDURES

Key Accountabilities	Measures
Demonstrates active support of company standards and Best Practice.	<ul style="list-style-type: none"> ○ Ensures company policies and procedures are promoted and complied with taking action on any non-conformances. ○ Ensures all contract documentation is collated for Code of Compliance issues, all Guarantees and Warranties are in place and submitted to the appropriate client/consultant areas. ○ Timely completion of the project review processes with the CBC HR and H&S team and boxes up the project documents in the prescribed manner.
Comply with the company systems, policies and procedures.	<ul style="list-style-type: none"> ○ Company systems, policies and procedures followed. ○ Proactively looks for improvements and efficiencies ensuring the information is shared with others.

Job Area: TECHNICAL/ CONSTRUCTION

Key Accountabilities	Measures
Temporary works and support equipment available to enable best practice construction methods.	<ul style="list-style-type: none"> ○ Ensures work is carried out in accordance with established industry best practice and in compliance with contractual requirements and company rules and regulations.
Staff and subcontractors aware of 'Best Practice'/tried and tested construction methods.	<ul style="list-style-type: none"> ○ Participation in pre-contract and post-contract analysis to ensure learning and continuous improvement in work practices.
Identify inconsistencies between contract documentation tendered from and work carried out on site and	<ul style="list-style-type: none"> ○ All items picked up and claimed for to maintain forecast returns.

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report them as they arise to the contract QS during the construction period.

Job Area: PEOPLE MANAGEMENT**Key Accountabilities****Measures**

People (employees or contractor staff) complete the required tasks effectively, contributing to the success of the Project.

- Ensures people have the necessary skills and knowledge to effectively complete the assigned work, maximise productivity, and meet construction programme requirements of time, cost and quality.
- Where people performance is less than optimum, initiate prompt, necessary, remedial actions such as provide further training and/or appropriate disciplinary action.
- Ensures people have the necessary tools, equipment, and information (including drawings and specifications) to effectively complete their work.

Contributes to building an effective team culture and positive relationships on site (so that Project can be completed on time).

- Active participation with project QS and SM in the effective management of the Project, including regular scheduled meetings with SM and QS.
- Arranges regular schedule of meetings with relevant team leaders to agree and pre-plan work requirements.
- Timely and accurate communication of information (both regular formal reports [e.g. Minutes] and one-off) to all key stakeholders (e.g. main contractors, clients, consultants, subcontractors, staff and CBC management) that enables them to better do their work and contribute to the overall success of the Project.
- Establishes and maintains positive relationships with site personnel to become aware of “what’s happening” and be better able to take pro-active steps to deal with problems before there is escalation and/or delays, and to take/recommend positive actions that further improve morale.

Job Area: FINANCIAL**Key Accountabilities****Measures**

Minimise Project costs.

- Assist QS or Procurement Manager to establish ‘best source of supply’ contracts, and minimise cost of purchasing/hiring materials, major plant, and equipment.
- Minimise on-site expenditure consistent with meeting Best Practice requirements.
- Assist QS with selection of Subcontractors best suited to meet scope of work, and managing selected Subcontractors to meet that, meeting quality, cost, and time requirements.

Liaise with and assist QS in establishing material supply and major plant and equipment sources.

- Contract budgets are met or improved on by obtaining best market prices available.

Participate in pre-contract and post-contract analysis.

- Set up economical work methods, prior to commencement and identify uneconomic procedures so that they can be improved or avoided in the future.

Check, accurately code and process labour, plant and material expenditure on a weekly basis or promptly as and

- Accounts processing time is kept to a minimum and is carried out with a high degree of accuracy.

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when requested by Accounts Staff.	
Manage and be accountable for on-site expenditure.	○ Budgets and profitability maintained or improved upon.
Assist QS with monthly progress claims.	○ Positive cashflow maintained.

Job Area: EQUIPMENT AND MATERIALS

Key Accountabilities	Measures
Ensures equipment and materials necessary for the completion of scheduled work is available.	○ Monitors the equipment and materials availability to minimise cost and maximise availability of necessary equipment.

Section C: Authorities

The Project Manager has the authority to:

- Any decisions that could adversely affect the programme timetable or any work that is not standard practices, require authorisation from the Director.
- For just cause (e.g. suspected serious health and safety issue) has the authority to withdraw the employee from the workplace (e.g. to Lunch Room or Empty Office) while seeking advice from HR.

Plant and Equipment:

- All Plant and Equipment requirements for a job are to be procured through Workshop/Yard management. Where necessary a case for purchase can be made to Workshop/Yard management.

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COMPETENCY AREAS	DESCRIPTION
Relevant Experience	Preferably 5+ years in construction industry project management.
Technical Proficiency	Ideally have degree qualification, though would consider applicants who are 'qualified' by relevant work experience. PC literate for email, word, excel, project.
Efficiency	Plans ahead, ability to see the 'complete picture', and to set appropriate actions underway to meet deadlines.
Quality /Compliance	Strives for performance excellence and best practice. Knows the importance of following defined procedures / protocols, especially the importance of health and safety.
Cost Conscious	Able to assess conflicting priorities and determine the most cost-effective solution.
Teamwork/ developing positive relationships	Being helpful, respectful, approachable, and team-oriented; ability to work positively and effectively with others; building strong working relationships and contributing to a positive work environment.
People Influencing	Able to persuade people to support "my goal". Includes persuading staff to 'go that extra mile' for the company; persuading a Client to give us more time, to agree to a variation; persuading a Supplier to give us a price break; persuading a subcontractor to change their previously agreed work plan to accommodate others.
People Leadership	Proven record in a number of different situations as Team Leader – must demonstrate success in achieving results through people and building a strong motivated Team.
Composure Under Pressure/ Flexibility	Circumstances frequently change on construction sites. There is the need to be able to accommodate necessary changes while maintaining focus on the goal of successfully completing the Project.
Numeracy	Ability to work with numbers to an advanced level. Read and interpret engineering drawings and calculations. Understand the calculations used by QS.
Customer Focus	Goes out of his/her way to be helpful and pleasant to others. Has a strong 'service ethic' recognising that others will require timely and accurate info/support from him/her, for them to be able to do their work and make their contribution to the overall success of the Project and the Company.
Learning	Enthusiasm to learn new skills, better approaches to getting the job done / natural curiosity to 'find a better way'.
Work Environment	Needs to be physically fit (able to be moving around the site, climbing stairs etc); able to work at heights.