

Job Description

POSITION: Project Manager

A high level position within the Construction industry providing project management skills to commercial interiors and light construction projects. Emphasis will be on applying current knowledge and experience as a project manager resulting in efficient and effective implementation of projects.

REPORTING TO: Director

PURPOSE: To be an integral member of the Project Management Team in maintaining the successful operation and management of current projects

KEY ACCOUNTABILITIES:

- 1. Contracts management**
Ensure Construction contract Documentation is carried out in full and in a timely manner.
- 2. Project management**
Ensuring that the project is coordinated and implemented from start to finish on time and within the budget.
- 3. Site management**
Ensuring that all sites comply with current Health and Safety regulations and are managed cost effectively.
- 4. Regulatory Compliance**
Carry out all regulatory requirements from Application of consent to Final compliance at project completion.
- 5. Client/Contractor Relationships**
Build and maintain relationships with both clients and with subcontractors to ensure effective communication of requirements and expectations of the client.

Key Results:

<i>Key Results</i>	<i>How Achieved</i>	<i>Measures</i>	<i>% of Job</i>
Contract Management	<p>Obtain Construction issue Drawings, specification and provide to Construction staff and Sub-Contractors</p> <p>Liaise with Architect and establish programme.</p> <p>Confirm / apply for variations, if required and process during construction</p> <p>Hand over project to client while retaining responsibility for defects liability period as set out in contract</p>	<p>Contracts are completed as set out in contract documents as set out in Acceptance of tender offer.</p> <p>Application / advise architect.</p> <p>Action approved variations</p> <p>Practical completion of project as confirmed by Architect and completion of defects as advised by Architect</p>	50%
Project Management	<p>Report / Liaise to Client to ensure project is on time and Budget</p> <p>Co-ordination of Construction staff and sub-Contractors to ensure project is completed on time and to clients expectations and satisfaction</p> <p>Contract Administration</p>	<p>Monitor programme keeping Architect / client informed</p> <p>Oversee project construction on site advise / co-ordinate staff and sub-contractors to obtain project completion within programme</p> <p>Ensure job files are adequately maintained and relevant project information is recorded, so to provide a full reference document for the projects and for use by other Black Interiors staff</p>	30%
Regulatory Compliance	<p>Script and lodge Building consent applications.</p> <p>Ensure all interim inspections are carried out during construction as required.</p> <p>Obtain final Code Compliance</p>	<p>Completing within the guidelines as set out by relevant local authority</p> <p>Arrange for the necessary local authority inspections and ensure acceptance of regulatory requirements</p> <p>Arrange for and get issue of the project Code Compliance requirements</p>	5%
Site management	Ensuring the site is a safe working environment	<p>Compliance with OSH and Occupational Safety & Health Act.</p> <p>Ensure adequate signage.</p>	15%

	Co-ordination of materials delivery and loading on to site	Co-ordinate / place material orders and liaise with labouring staff.	
	Site Cleaning	Co-ordinating labouring staff and organising subcontract labour as required.	