

# Project Manager

To professionally manage the operations of the Mendi Group to provide timely, effective, and appropriate service delivery, business operations, construction and maintenance of civil projects, while ensuring its value, safety and function are retained. To create and sustain a culture of continual improvement, innovation, and efficiency on construction projects. To provide a high level of co-ordination and supervision to ensure the delivery of all contract works.

Reports To: Director Operations Manager	Direct Reports:
Location: Townsville QLD	Key Relationships:
Position Purpose:	<ul style="list-style-type: none"> <li>• Supervise civil construction projects.</li> <li>• Directly consult with Consultants / Superintendents, Construction Manager and Management on relating site specific matters</li> <li>• Work closely with management to ensure that the scope and direction of projects are on schedule and budget monitoring.</li> <li>• Organise onsite project activity including labourers/operators and sub-contractors and suppliers efficiently.</li> <li>• Conduct Site Supervisor Meetings</li> <li>• Co-ordination of plant and human resources</li> <li>• Co-ordinate regular Site Supervisor meetings</li> <li>• Monitor Site Inductions, Plant Operator competency checks, Daily Prestart Meetings, Toolbox talks, Site Inspections and Plant Risk Assessments are completed.</li> <li>• Ensure Project Startup Checklist and Meetings are held prior to commencement of works on site</li> <li>• Conduct and complete Subcontractor Project Start Up's</li> <li>• Completion of Subcontractor/ Supplier Evaluations</li> <li>• Document, plan and review all contract works, ensuring continuous improvement, innovation and business focus</li> <li>• Organise and direct work within individual projects to ensure services are delivered efficiently, effectively, viable and competitively</li> <li>• Control and measure operations of projects with the intention of providing quality and best value.</li> <li>• Develop and monitor budgets and expenditure to ensure efficiency and effective delivery to our clients</li> <li>• Ensure any unsafe or unhealthy conditions or behaviour are controlled and rectified to reduce the risks to health, quality and</li> <li>• Ensure safety information and consult with employees and sub-contractors including identifying, controlling and reporting hazards and incidents</li> <li>• Manage emergency situations.</li> <li>• Assist with tender preparation.</li> </ul>

# Project Manager

To professionally manage the operations of the Mendi Group to provide timely, effective, and appropriate service delivery, business operations, construction and maintenance of civil projects, while ensuring its value, safety and function are retained. To create and sustain a culture of continual improvement, innovation, and efficiency on construction projects. To provide a high level of co-ordination and supervision to ensure the delivery of all contract works.

## Position Purpose (cont.)

- Ensure a high standard of housekeeping and facilities are met and maintained.
- Monitor that employees and sub-contractors are aware of and adhere to their quality, safety and environment obligations identified in the Site Specific Induction and Management Plans
- Review project "Quality Assurance documentation"
- Contract administration including Notice of Delays and Extensions of Time with the Superintendent
- Co-ordination with the Superintendent and Local Authority for milestone site inspections
- Monitoring and co-ordination of requirements for "On" and "Off Maintenance"
- Delegating authority/accountability
- Document, plan and review all contract works, ensuring continuous improvement, innovation, and business focus.
- Organise and direct work within individual projects to ensure services are delivered efficiently, effectively, viable and competitively
- Control and measure operations of projects with the intention of providing quality and best value.
- Develop and monitor budgets and expenditure to ensure efficiency and effective delivery to our clients
- Ensure any unsafe or unhealthy conditions or behaviour are controlled and rectified to reduce the risks to health, quality and safety
- Review proposed contract to identify risks and advise Company Director and Senior Construction Manager.
- Implement and manage procedures where required.
- keeping up to date on Quality, Health and Safety and Environmental issues.
- Ensuring that Company Policies are adhered to.
- Attend and initiate project start-up meetings.

# Project Manager

To professionally manage the operations of the Mendi Group to provide timely, effective, and appropriate service delivery, business operations, construction and maintenance of civil projects, while ensuring its value, safety and function are retained. To create and sustain a culture of continual improvement, innovation, and efficiency on construction projects. To provide a high level of co-ordination and supervision to ensure the delivery of all contract works.

Position Specification:	
Key Result Area	Major Activities
Health Safety Environment and Quality	<ul style="list-style-type: none"> <li>• Provide and maintain a work environment that promotes workplace health and safety and good environmental practice.</li> <li>• Comply with all relevant legislation including the Work Health and Safety Act, Mining and Quarrying Act, Environment Protection Act, and other Mendi key applicable legal and other requirements.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Identify work methods to maximise efficiencies and quality on projects</li> <li>• Contribute to planning sessions to ensure best project outcomes</li> </ul>
Time	<ul style="list-style-type: none"> <li>• Conduct project within agreed contract period to avoid penalty.</li> <li>• Ensure notice of delay and extensions of time are reported and approved within the contract specifications</li> </ul>
Contract Management	<ul style="list-style-type: none"> <li>• Manage the day to day outputs of Supervisors and Sub contractors in line with contract agreements and within agreed time and budget</li> <li>• Ensure variations of work are reported and approved within contract agreement</li> <li>• Inspect quality workmanship and compliance of sub-contractors activities</li> </ul>
Quality	<ul style="list-style-type: none"> <li>• Ensure Quality Assurance hold points are met prior to project milestones</li> <li>• Produces thorough, accurate and consistent records.</li> <li>• Applies good judgment.</li> <li>• Raises and participates in Quality improvements</li> </ul>
Work Pace	<ul style="list-style-type: none"> <li>• Produces required amount of work within stated/acceptable timeframe</li> <li>• Turnaround consistently meets expectations.</li> <li>• Meets deadlines</li> </ul>
Job Knowledge	<ul style="list-style-type: none"> <li>• Understands the overall job function and responsibilities as well as specific tasks.</li> <li>• Knows and follows standard company policies and procedures</li> </ul>
Initiative	<ul style="list-style-type: none"> <li>• Ability to work independently and without supervision</li> <li>• Performs tasks without being told, as appropriate.</li> <li>• Work at various locations</li> <li>• Be adaptable</li> </ul>

# Project Manager

To professionally manage the operations of the Mendi Group to provide timely, effective, and appropriate service delivery, business operations, construction and maintenance of civil projects, while ensuring its value, safety and function are retained. To create and sustain a culture of continual improvement, innovation, and efficiency on construction projects. To provide a high level of co-ordination and supervision to ensure the delivery of all contract works.

Organisation	<ul style="list-style-type: none"> <li>• Manages time effectively to plan and complete work.</li> <li>• High level of communication with management and staff</li> <li>• High level of external communication with key stakeholders including clients, consultants and government agencies and councils</li> </ul>
Budget	<ul style="list-style-type: none"> <li>• Conduct project within approved Bill of Quantities and Budget</li> <li>• Identify cost saving initiatives to maximise profit on projects</li> </ul>
Relationships	<ul style="list-style-type: none"> <li>• Cooperates with fellow workers, Management, and clients.</li> <li>• Contributes to company goals.</li> <li>• Acts in a courteous and professional manner</li> </ul>

## Obligations:

The above is to be used as minimum requirements; however, other tasks may be assigned at the discretion of the company.

## Person Specification:

Qualifications	<ul style="list-style-type: none"> <li>• Civil Engineering qualifications or similar experience</li> <li>• Hold current licenses /qualifications for plant and equipment that you will operate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Managing and dealing with staff at all levels</li> <li>• Civil and Infrastructure project management / supervision</li> <li>• On site Health, Safety, Environment and Quality management</li> <li>• Supervision of workers and sub-contractors</li> <li>• Co-ordination of plant and equipment</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• "Hands on" approach to all tasks</li> <li>• Results orientated and confident.</li> <li>• Time effective management</li> <li>• Word processing and spreadsheeting skills.</li> <li>• Organisational skills</li> <li>• Communication and listening skills.</li> <li>• Ability to take a proactive approach to overcome challenges and achieve results</li> <li>• Honesty</li> </ul>

Authorised By: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_