

POSITION DESCRIPTION

Position Title: Structural Project Manager

Reports to: Operations Managers

PURPOSE OF POSITION

This position is responsible for all aspects of Project Management with Regards to Structural Construction Projects

QUALIFICATIONS / EXPERIENCE

- Degree (Australian Recognised) in Civil or structural Engineering and eligibility for corporate membership of the Institute of Engineers Australia
- Manual Drivers Licence
- Familiar with construction and project management software programs. (Preferably - Vista, MS Project and Expert Estimator)
- Extensive WA experience in construction of roads, bridges and infrastructure projects with experience managing budgets.
- Excellent knowledge of construction materials and equipment
- Highly organized - able to plan ahead with excellent time management and ability to multitask.
- Provide First Aid (preferred)
- Conflict resolution and conflict management experience
- Excellent communication skills and interpersonal abilities, including negotiation skills
- Excellent knowledge of relevant rules and regulations as well as quality standards
- Computer Literacy (MS Project, Word & Excel)

TASKS AND KEY PERFORMANCE MEASURES

General

- Oversee construction projects from beginning to end
- Attend and actively participate in Densford Civil internal project start up and close out meetings.
- Assist the tendering team with technical knowledge and advice as requested
- Determine, allocate and acquire plant, labour and materials needed. Negotiate with external vendors on contractual agreements. Allocate and manage resources to ensure that they are available when they are needed throughout the construction process.
- Obtain quotes from suppliers and subcontractors to get the best deals for Densford
- Assist the project team to look for issues and solve problems prior to any time and cost implications.
- Develop long-term relationships with consultants and clients. Collaborate with subcontractors,

engineers, clients and key team members to facilitate a best for project outcome and repeat business.

- Manage the project budget and cost estimate and prepare monthly reports for senior management
- Keep track of Plant and equipment with internal program Maptrack
- Ensure adherence to building codes, Australian standards and project contract documentation.
- Obtain the appropriate permits and licenses from authorities for construction activities
- Clearly delegate responsibilities to the team
- Ensure all deadlines are met and keep all stakeholders aware of the progress on projects ensuring the contractual obligations of Densford are met.
- Handle any environmental or local community issues that may come up during a project
- Conduct site checks to monitor progress and adherence to quality standards and specifications

Safety

- Ensuring adherence to Densford safety procedures and documentation requirements
- Working in a safe manner at all times whilst encouraging and training all member of the team to do the same.
- Immediately report all incidents, hazards or near misses to the HSEQ and Operations Managers
- Taking all reasonable steps to understand the HSEQ requirements of each project
- Check that DBYD and service provider permits are obtained and kept up to date.
- Ensuring the project team has the right tools and equipment to perform tasks safely
- Assistance with the development of project-specific HSE documents
- Accountable for the safe operation of the project and compliance with the Project safety Management Plans and statutory requirements;
- Ensure that a project risk assessment and HSE management Plan has been undertaken for each project and is kept up to date;
- Responsible for ensuring suppliers and subcontractors are prequalified to Densford Civil before engagement. Ensure that subcontracts adhere to the requirements of both the client and Densford Civil.
- Leading by example in terms of worksite safety (e.g. correct PPE, no safety compromises, ensuring that events are reported, etc.)
- Managing personal and staff fitness for work (not showing up hung-over, tired, distracted, etc.)

HR

- Assist the project management team in managing personnel including discipline, productivity, training and fitness for work.
- Attend performance reviews of structures division staff with Operations Managers
- Assist with the employment of new structures division personnel

Training:

- Assist with the management of the training needs of the structural division personnel
- Mentor and train all members of the structural division to ensure consistency across the company
- Teaching the structures team how to think ahead and manage their tasks effectively

- Develop and Implement systems to improve the productivity and efficiency of the structural division employees.
- Train and mentor members of the team particularly junior engineers and supervisors.

CAREER PROGRESSION

- Assist to grow the Structures Division
- Divisional Manager
- Structural - Estimator