



**Ahrens**

Ahrens Group Pty Ltd  
ABN 76 114 260 230

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South Australia 5371

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## Position Description

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<b>Job Title:</b>	Project Manager	<b>Reporting To:</b>	Divisional Manager
<b>Location:</b>	Newman, WA	<b>Division:</b>	MAMs

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**Purpose of the position** Manage Residential Construction projects from concept to hand-over and quoted projects from award to hand-over, ensuring through a hands-on management approach that cost, quality and time specifications are met.

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## Key Accountabilities

### Technical Expertise

- Effectively lead and manage the facilitation of multiple projects and associated administration from concept to hand-over for projects located on mine sites within the Pilbara , both within quality, cost, safety and time frames by ensuring accurate preparation and implementation of all relevant tasks are carried out in accordance with both Company and external requirements, legislation and regulations.
- Effectively manage scheduling and programming to ensure that the projects remain on time and within budget specifications.
- Responsible for the day to day decision making regarding program logic and site activities.
- Provide a central contact point for the client regarding any variances, queries, etc.
- Maintain a cooperative relationship with all legislative, approval bodies and authorities, e.g. councils, building services authority, Dept of Workplace Health and safety, etc.
- Actively consult with architects, engineers and other technical team members to ensure that design intentions are achieved.
- Ensure client invoicing is completed to maximise positive cashflow.
- Prepare recommendations to the Divisional Manager for the letting of sub-contracts following the subcontract negotiation process.
- Negotiate and manage the efficient supply of labour and materials within scope of accountability and ensure the quality standard required is maintained.
- Ensure all requisitions are planned and submitted in advance so that timely delivery of supplies to the site is achieved. Materials should not be stored on the site for excessive periods of time.
- Assume overall responsibility for the delivery of projects.
- Effectively manage Site Managers / Supervisors to ensure that construction, installation and/or commissioning remains on time and within budget specifications.
- Ensure that the construction site and direct sub-contractors are supervised to ensure standards of building performance, quality, costs, schedules and safety are maintained.
- Report promptly to the Divisional Manager any substandard workmanship to enable appropriate action to be taken.
- Control payment to sub-contractors by valuation of completed works.
- In the absence of site supervision, supervise construction sites and direct staff and subcontractors to ensure standards of building performance, quality, costs, schedules and safety are maintained.



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### Customer and Communication

- Liaise with Clients and/or their representatives and organise meetings or other information to be received from or distributed to them as required.
- Actively liaise and consult with relevant staff members to ensure effective communication is maintained.
- Daily communication with the Site Manager to ensure the projects remains on track.
- Prepare weekly reports on the status of the project to the Divisional Manager.
- Build and maintain relationships with current and new suppliers and subcontractors.
- Maintain a cooperative and fair relationship with our clients and their representatives.
- Actively promote the Company and its products through direct client contact as appropriate.
- Provide leadership and mentor junior staff members to greater levels of competency.

### Continuous Improvement

- Ensure all workmanship is within quality parameters and meets statutory and company requirements.
- Implementation of better Project Management systems and procedures
- Continuous improvement in Quality, OH&S and Environment.

### Safety and Compliance

- Be conversant with Ahrens' Quality, Environment, Safety, Drug and Alcohol Policies, HSQE Management System and Emergency Plan. In particular, ensure that you work safely in accordance with any relevant Safe Work Method Statements and/or SOPs, respect the environment and report any variations from the Ahrens' way of doing business and safety or environmental hazards/incidents through Ahrens' reporting system. Specific HQSE Management System responsibilities are as documented in the Management Manual.

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### Essential Criteria

- Support and promote all Company Policies and Guidelines.
- Experience in project management in the Design & Construction industry.
- Current drivers licence.
- Completion of OH&S Induction Training for Construction Industry Workers (White Card)
- Planning and organisational skills to deliver successful projects on time.
- Communication and interpersonal skills for developing and maintaining client and subcontractor relationships.
- Excellent time management and prioritisation skills to deliver timely client response.
- Attention to detail.
- "Can do" attitude.
- Have solid construction industry knowledge.
- BSA Licensed Supervisors Licence

### Desirable Criteria

- Senior First Aid Certificate.
- Formal qualifications such as Civil, Structural / Construction Management.
- WHSO accreditation