



Ahrens

Ahrens Group Pty Ltd
ABN 76 114 260 230

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Position Description

Job Title:	Site Manager	Reporting To:	Project Manager
Location:	Newman, WA	Division:	MAMs

Purpose of the position

Ensure each Mining Maintenance & Construction Project is delivered in accordance with the drawings and specifications, and the quality described in the contract documents is met, consistent with the client requirements.

Key Accountabilities

Programming

- Assist the Project Manager in the formulation of overall work program and programs for each section of the work to be completed.
- Participate in reviewing the program on a weekly basis with the Project Manager.
- Ensure the agreed program is met for each component of the project and report any variances to the Project Manager.

Project Safety

- Ensure all aspects of the site and work to be completed is consistent with the agreed Project Safety Plan.
- Ensure that appropriate PPE is worn at all times by all employees, subcontractors and visitors.
- Ensure the correct licenses are held for each person on site who is operating equipment that needs a license.
- Ensure workers are qualified to undertake the role assigned to them.
- Ensure that equipment used on site is in a safe operating condition
- Ensure the site is kept in a neat and tidy condition at all times.
- Ensure employee amenities are kept clean and hygienic at all times

Setting Out

- Initiate, control and check at regular intervals, all set outs whether carried out by Ahrens staff or subcontractors.
- Maintain all survey, set out points and reduced level markers for the duration of the project.
- Maintain all survey and as constructed records on site.

Subcontractors

- Co-ordinate the activities of all subcontractors by regular briefings and checks.
- Assist the Project Manager in compiling scope of works and tender lists for each trade.
- Examine regularly the performance of subcontractors and suppliers (productivity, quality and timing)



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- Hold weekly co-ordination meetings with all subcontractors and ensure minutes are kept.
- Report promptly to the Project Manager any subcontractor or supplier whose performance is substandard when compared to the sub-contract or the contract documentation.
- Ensure the quality of workmanship and materials supplied by subcontractors meet the requirements of the contract documents
- Ensure the subcontractors fulfill the works required by them under their scope of works included in their contracts. Notify the Project Manager of any variances immediately.

Employees

- Supervise and ensure any direct wage employees including labour hire employees are performing their duties at the required rate and to the required quality levels.
- Ensure Ahrens employees do not undertake subcontractor's work.
- Check, monitor and assess work performance of Ahrens employees and report to the Project Manager weekly.
- Sign weekly timesheets for employees and submit to the Project Manager for approval.

Material Purchases

- Ensure all requisitions are planned and submitted in advance.
- Ensure that materials are efficiently and securely stored on site to minimise double handling and theft.
- Each delivery of goods is to be physically checked and counted for quality and quantity.
- Keep and complete all Projects material supply registers on a daily basis.
- Ensure all delivery dockets are forwarded to the Project Manager.
- Ensure materials are ordered and sequenced in a way as not to have the material stored on site for excessive periods.
- Seek the Project Managers approval for the purchase of goods.

Project Security

- Ensure all property is securely stored at all times
- In case of theft or break in notify the Project Manager immediately
- Ensure that the site is secured and all temporary fences are in place at the completion of each work day.

Meetings

- Attend regular client meetings as directed by the Project Manager.
- Prepare a written list of items for discussion (requests for information, instructions, etc.) and submit a copy to the Project Manager prior to the meeting. Participate as an active and senior member of the Site Management Team.
- Attend all scheduled Ahrens meetings as directed by the Project Manager.

Presentation

- Site Supervisors should ensure that the site and all facilities are presented in a clean, orderly and professional manner at all times.
- Site Supervisors should be aware that they are not only representing Ahrens but are working on behalf of the Client at all times and that neat and tidy dress sense is essential.



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Safety and Compliance

- To 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.

Reporting Relationship:

- The position will report to the Project Manager
- The position will have reporting to it the other Site Staff.
- Strong relationships will need to be established with each of the sub contractors on site for the project.

Person Specification

- You will be results focused and able to direct and communicate with staff and contractors on site with the aim in achieving a defect free Project which is completed on time and under budget.
- You will also be able to communicate effectively in writing to complete reports
- You must have a strong construction knowledge base over a number of trades and be extremely competent in interpreting drawings.
- You will also be able to identify problems early and find solutions.