

	<h2>Job Description Form</h2>	Doc Number	SCT-05-01
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JOB INFORMATION:

Job Title:	Construction Manager
Department/Division/Section:	On-site/ Office based
Job Role:	Managing on-site project operations and progress
Organization Structure/Reporting Relationships:	Directors, Office Manager

Head Office / Durban
25 Coniston Ridge,
5 Ridge Lane, Canelands
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Street, Dan Pienaar, Bloemfontein
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Port Elizabeth
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Cape Town
Telephone: 012 830-5812
Email: kiren@cvprojects.co.za

JOB SPECIFICATIONS

(What minimum education, qualifications, skills, knowledge, understanding, experience, training and/or competencies are required to perform the job?)

Relevant tertiary education or relevant working experience.
National Diploma/ B Tech: Construction Management/ Building

At least 10 years' working experience working within the construction industry

Stable employment record & contactable references

Surveillance Skills, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills.

Ability to travel as and when required.

Valid Drivers license

Technical Competencies

.1 Knowledge of Construction Science

i. Understanding Structures

ii. Understanding Construction and Building Sciences

iii. Understanding Construction and Building Finishes

iv. Knowledge of Building Materials

.2 Knowledge of Construction Processes

i. Site, Plant and Equipment

ii. Formwork Systems

iii. Quality Management

iv. Health and Safety Management

v. Environmental Management

vi. Organisational / Management Structures

vii. General Building Sequences

viii. General Output and Production Factors

ix. Basic Knowledge of Building Trades

.3 Knowledge of the Design Processes

i. Sequence of Design Processes

ii. Time Required for Design Processes

.4 Knowledge of Financial and Cost Factors

i. Financial Processes

ii. Cost of Construction

Project Management Competences

.1 Knowledge and understanding of the Basic Principles of Law of Contracts

.2 Knowledge and understanding of Construction Contracts.

.3 The ability to build good relationships (Partnering) between the consulting team and construction teams.

.4 The ability to establish and implement Time Management Processes on contracts with respect to and not limited to the following;

Agree and monitor contract programme and working programmes.

Monitor and review construction progress and programme updates.

5 The ability to establish and implement Quality Management Processes on contracts including quality control by the contracting teams.

WORKING CONDITIONS

Site:

Working Hours: Monday to Thursday - 07:00am to 04:30pm
Fridays – 07:00am to 3:30pm
(Overtime worked as and when required)

DESCRIPTION OF TASKS

1. Project work stages

4	Tender Documentation and Procurement
5	Construction Documentation and Management
6	Project close out

1.1 General Notes

As these stages might overlap, the Standard Service stated hereunder may be required to be undertaken during any one of the Project Work Stages.

The order of the Standard Services does not necessarily reflect the actual sequence of implementation

Notwithstanding the Project Work Stage definitions, the timing of the Construction Manager's involvement will depend on the Client's Procurement Strategy.

STANDARD SERVICES

Construction Managers shall perform the following standard services under the following stages:

STAGE 4: TENDER DOCUMENTATION AND PROCUREMENT

Definition:

This process of establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation, for effective and timeous execution of the project.

Standard Services

- Review and confirm the Construction Strategy and method for submission of the Tender.
- Prepare the Construction Management Organogram and obtain commitment from appropriate staff as required.
- Select, recommend and agree the procurement strategy for subcontractors and suppliers with the Principal Agent and consultants.
- Manage and co-ordinate the preparation and implementation of the Health and Safety requirements for inclusion in the tender.

- Manage and procure proposals for the appropriate contract insurances and guarantees required for the works.
- Review tender documentation to establish any cost-effective alternative solution.
- Manage the preparation and submission of the tender.
- Prepare and agree the Procurement Programme for subcontractors and suppliers.
- Agree list of subcontractors and suppliers with the Principal Agent.
- Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate domestic subcontractors and suppliers.
- Manage, co-ordinate and finalise negotiations on all contractual commitments.

Deliverables

- ✓ Construction Strategy and Method Statement
- ✓ Procurement Strategy for subcontractors and suppliers
- ✓ List of proposed subcontractors
- ✓ Schedule of Health and Safety requirements
- ✓ Contract Insurance and guarantee Proposals
- ✓ Construction Management Organogram
- ✓ The Tender

STAGE 5: CONSTRUCTION DOCUMENTATION AND MANAGEMENT

Definition:

The management and administration of the construction contracts and process, including the preparation and co-ordination of the necessary documentation to facilitate effective execution of the works.

Standard Services

- Manage the preparation and agreement of the Health and Safety plan with the Clients Health and Safety Consultants and subcontractors with the assistance of the SHERQ Manager.
- Manage the site establishment including the provision of all necessary temporary services, storage facilities, security requirements and other site requirements.
- Establish and maintain regular monitoring of all line, level and datum of the works.
- Continuously monitor the compliance by the site management of the Health and Safety Plans.
- Provide the necessary documentation as required by the Health and Safety Consultant for the Health and Safety File.
- Manage the implementation of the requirements of the Environmental Management Plan with the assistance of the SHERQ Manager.
- Study job specifications to determine appropriate construction methods
- Prepares, supervises and approves the development of a Plan of Action , and its implementation plus ensuring Lessons Learned are properly documented throughout the life of the project until project close out.
- Appoint subcontractors and suppliers including the finalisation of all agreements.
- Compile and forward material requisitions with a proactive approach
- Ensure strict control over all plant, tools and equipment on hire (including scaffolding). No standing time is permitted.

- Ensure control measures are in place to eliminate the potential risk of theft.
 - Report all theft or loss of materials immediately to the office.
 - Receive, co-ordinate, review and obtain approval of all contract documentation provided by the subcontractors and suppliers for compliance with all of the contract requirements.
 - Monitor the ongoing projects requirements.
 - Manage and oversee the day-to-day construction management of the project.
 - Facilitate and manage the establishment of subcontractors on site
 - Finalise and agree the Quality Assurance Plan with the design consultants and subcontractors.
 - Continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.
 - Management of all mix designs, testing (compaction, soil poisoning, concrete etc), Certificates of compliance for mechanical, plumbing and electrical work conducted and all related product/ service guaranteed. Ensure these are requested from the relevant service providers prior to commencing work.
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- Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
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- Ensure notice of delays, claims and all other relevant contractual correspondence are professionally drafted and in accordance with the necessary governing contract.
 - Interpret and explain plans and contract terms to administrative staff, workers, and clients.
 - Regularly conduct and record the necessary construction management meetings, including subcontractors , suppliers, programme and cost meetings.
 - Ensure regular updating of the construction programme and circulate to the team.
 - Finalise and agree the contract programme and revisions thereof as necessary
 - Prepare and finalize the detailed Construction Programme including resource planning.
 - Prepare and agree Information Schedule for timeous implementation of construction.
 - Continuously manage the review of construction documentation and information for clarity of construction requirement.
 - Respond to work delays (i.e bad weather, delayed/ late contract information), emergencies, and other challenges
 - Plan, organize, and direct activities concerned with the construction and maintenance of structures, facilities, and systems.
 - Manage and administer the distribution of construction information to all relevant parties.
 - Continuously monitor the construction process.
 - Manage the review and approval of all necessary shop details and product proprietary information by the design subcontractors.
 - Ensure all changes to specifications, work scope and drawings are documented and adhered to
 - Review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme.
 - Establish procedures for and monitor all scope and cost variations.
 - Manage the preparation of monthly progress claims and cost variations.
 - Receive, review and substantiate any contractual claims within the prescribed period.
 - Regularly prepare and submit a Construction Status Report, including construction financial status report.
 - Represent the company in progress meetings and act in the best interest of the organisation
 - Manage, co-ordinate and supervise all work on and off site.
 - Monitor construction productivity and schedule performance and investigate reasons for less than satisfactory performance.
 - Manage and co-ordinate the requirements of the direct contractors if required to do so.
 - Manage, co-ordinate and monitor all necessary testing and commissioning.
 - Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievements of Practical Completion.
 - Monitor, manage and approve timesheets of all subordinates.
 - Keep personal timesheet up to date and forward to head office
 - Provide recommendations internally and institute measures for improvement by modification to operating procedures/work instructions.
 - Ensure all internal quality management system requirements are adhered to. Please refer to company activities process flow.
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- Add value to existing quality controls.

- Adhere to Company Safety Standards and promote a safety culture among the ranks throughout the Company.
- Investigate damage, accidents, or delays at construction sites, to ensure that proper procedures are being carried out.
- Adhoc support and administrative functions.

Deliverables

- ✓ Health and Safety Plan
- ✓ Site Establishment Plan
- ✓ Signed Subcontract Agreements
- ✓ Quality Assurance Plan
- ✓ Construction Communication Organogram
- ✓ Record of Construction Meetings
- ✓ Agreed Contract Programme
- ✓ Agreed Construction Documentation Schedule
- ✓ Detailed Construction Programme including Resource Plan
- ✓ Design drawings, shop details and proprietary product information
- ✓ Monthly progress payment claims
- ✓ Construction Status Reports
- ✓ Complete multiple projects ahead of the programme and within budget or extended budget as deemed necessary.

STAGE 6: PROJECT CLOSE OUT

Definition:

The process of managing and administering the project close out, including preparation and co-ordination of the necessary documentation to facilitate the effective operation of the project.

Standard Services

- Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Works Completion.
- Manage, co-ordinate and expedite the preparation by the relevant subcontractors of all as-built drawings and construction documentation.
- Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.
- Manage and expedite the procurement of applicable statutory compliance certificates and documentation.
- Manage the finalization of the Health and Safety File for submission to the Health and Safety Consultant with the assistance of the SHERQ Manager.
- Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
- Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors.
- Co-ordinate. Monitor and expedite the timeous rectification of all defects for the achievement of Final Completion.
- Prepare and present Contract Closeout Report including abovementioned COC's, test reports etc.

Deliverables

- ✓ Health and Safety File
- ✓ Close out Report

TRAINING REQUIREMENTS

- MS Projects

- Contract courses (JBCC/ GEC/NEC etc)
- Legal Liability

Please note that the above is not exhaustive.

AGREED BY EMPLOYEE		
Name:	Signature:	Date:
APPROVED BY SUPERIOR:		
Name:	Signature:	Date:
APPROVED BY DIRECTOR:		
Name:	Signature:	Date: