

Construction Project Manager

Main Job Tasks and Responsibilities

The Project Manager shall;

1. Facilitate the definition of project scope, goals and deliverables and define project tasks and resource requirements.
2. Lead the planning and implementation of the project and oversee the full design and build contract from commencement of works up to the end of the expiration of the defects liability period.
3. Set up a project plan and shall ensure that the procedures that are in place are being followed and revises as appropriate to meet changing needs and requirements.
4. Manages project resource allocation.
5. Manages day-to-day operational aspects of the project and co-ordinates, manages and controls all the works to ensure these are programmed, constructed and completed in time so as to meet the dates stipulated by the Employer.
6. Manages project budget and variations to the Contract so as to exercise full financial control over project expenditure.
7. Minimizes the Employer's exposure and risk on the project.
8. Monitors and reports on progress, performance and Employer's risk with the Contractor and submits monthly progress reports to the Employer.
9. Be responsible for co-coordinating and implementing an organizational structure and agreeing the scope of services for any consultants required to be engaged by the Employer.
10. Manages, coordinates and negotiates with third parties on behalf of the Employer for the timely granting of easements and vacant possession of the various sites required for the Works to the Contractor.
11. Manages and co-ordinates meetings and advises the Employer in the formulating of a proactive and strategic approach to solving problems before they arise and establishes mechanisms for dealing with contractual claims.
12. Implements and reviews an approvals process between End User, Main Contractor and Designers throughout the design, construction, testing, commissioning and taking over process.
13. Ensures that the Employer is meeting all its obligations under the Contract and ensures the payment of all monies certified for payment to the Contractor.

14. Ensures all contract securities and insurances are in place in accordance with the contract provisions between the Employer and the Contractor.
15. Manages and implements cost control procedures for construction costs, maintains and controls the master cash flow approved by the Employer and implements appropriate accounting structures for monitoring construction and consultant's expenditure.
16. Produces and submits a monthly and if required more frequently, a report to the Employer covering all aspects of the Project and attends all monthly progress meetings with the Employer and Contractor.
17. Attends all technical review meetings with the Contractor, Contractor's design team and End User.
18. Be required to liaise with all the utility providers and other authorities to ensure their respective comments to the Contractor's proposal are provided and statutory approvals and consents are obtained within the required timescales under the contract.
19. Assures project legal documents are completed and signed.
20. Ensures project documents are complete, current, and stored appropriately.
21. Ensures that Health and Safety and Quality Assurance requirements are defined, understood and adhered to.