



# Position Description Projects Manager

Doc No: PD-05

REV No: 01

REV Date: 28/09/2019

Position Title	Projects Manager	Work Status	Full Time Permanent, Salaried Contract
Reports to	General Manager	Workgroup	Projects

### Primary Purpose of the role

Management and coordination of projects from tendering to completion, ensuring a quality product is completed safely, on time and on budget and to clients' expectations.

### Principle Accountabilities

#### Project Management / Coordination

*Key Measures:*

- *Accurate project scoping and planning.*
- *Delivery of projects safely, meeting quality standards, on time and to budget.*
- *Provide a high level of customer service, where problems are solved quickly and to client expectations.*
- *Variations are prepared and signed off within 24hrs of becoming known.*
- *Time Management*

- Manage site installations, in line with agreed contracts.
- Cross manage other Projects Managers, Supervisors and Leading Hands, as and where required.
- Liaise with clients on manufacturing & installation works, to understanding their requirements and problem solving, etc...
- Provide quotes, estimations and site measurements.
- Ordering materials, organising laser cutting or any work that needs to be sub-contracted out.
- Assist with installation of manufacturing and projects when required.
- Check QA of progressing and completed jobs.
- Drafting as required.
- Resource allocation, coordination and management in conjunction with Manufacturing Manager, (both internal and external/third party providers).
- Development and review of project plans to monitor and track progress, (i.e.: MS Project).
- Make changes to project scope, plan and budget, as required, in consultation with client and the General Manager.
- Coordinate and participate in post project reviews.

#### People Supervision

*Key Measures:*

- *Performance issues are managed in a timely and professional manner.*

- Distributing work, ensuring right people/skills are right for the task of all site work.
- Supervision of Project/Site Supervisors, Leading Hands, Tradespeople, Apprentices and Sub-Contractors when required.
- Ensuring people have the right tools and materials to complete their tasks.
- Escalation point for Project Supervisors & Leading Hands to raise any site concerns or issues.
- Be an active participant in the application of the "United Front" mantra.

<b>General</b>	<ul style="list-style-type: none"> <li>• Constructively work with other parts of the business to deliver strategic plans and to meet our on-going business performance and quality objectives.</li> <li>• Lookup emails / tenders.</li> <li>• Maintaining strong working relationships with clients, third party providers/suppliers and RMR Engineering employees.</li> <li>• Work in a safe manner, reporting any safety concerns or issues. Setting the expectations of the business.</li> <li>• Use of business processes, (Ostendo, job/sales, handover forms, SWMS, JSA's for example)</li> <li>• Promoting, managing &amp; enforcing RMR golden rules (i.e. Daily timesheets, uniforms clean, neat, tidy &amp; shirts tucked in at all times, hearing protections worn at all times in the manufacturing facility, on-site where applicable, PPE worn where applicable, 15-min morning break &amp; 30-min lunch breaks, clean work areas, daily clean-ups, etc.)</li> <li>• Promoting environmental sustainability.</li> <li>• Actively attend and participate in staff meetings as required.</li> <li>• Escalate issues to senior management where decisions may have an impact on the business (+ / -).</li> <li>• Employee performance appraisals of Project /site supervisors, Leading Hands.</li> <li>• Assume duties of Senior Estimator and / or Manufacturing Manager in absentia.</li> <li>• Coordinate and participate in tender and drawing peer reviews.</li> <li>• All other duties as required</li> </ul>
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<b>Skills and Attributes</b>	
<b>Technical Skills</b>	<ul style="list-style-type: none"> <li>• Mechanical Qualifications.</li> <li>• Minimum 5 years post trade leadership experience.</li> <li>• Experience in food, beverage and construction industry.</li> <li>• Microsoft Office (Outlook, Word, Excel, PowerPoint, Projects).</li> <li>• AutoCAD 2D &amp; 3D – Review dimensions and print drawings.</li> <li>• Project Management Experience.</li> <li>• Understanding of planning processes.</li> <li>• Deputise for other staff members as appropriate.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff.</li> <li>• Maintain strict <b>“confidentiality”</b> of all business information.</li> <li>• Ability to lead and coach a team</li> </ul>



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- Effective communication skills (i.e.: written, verbal, non-verbal, active listening).
- Neat and tidy personal presentation.
- Attention to detail.
- Excellent organisation and time management.
- Innovative thinking and able to challenge the status quo.
- Current Drivers Licence
- Forklift licence.
- Construction Industry ticket (“White Card”).

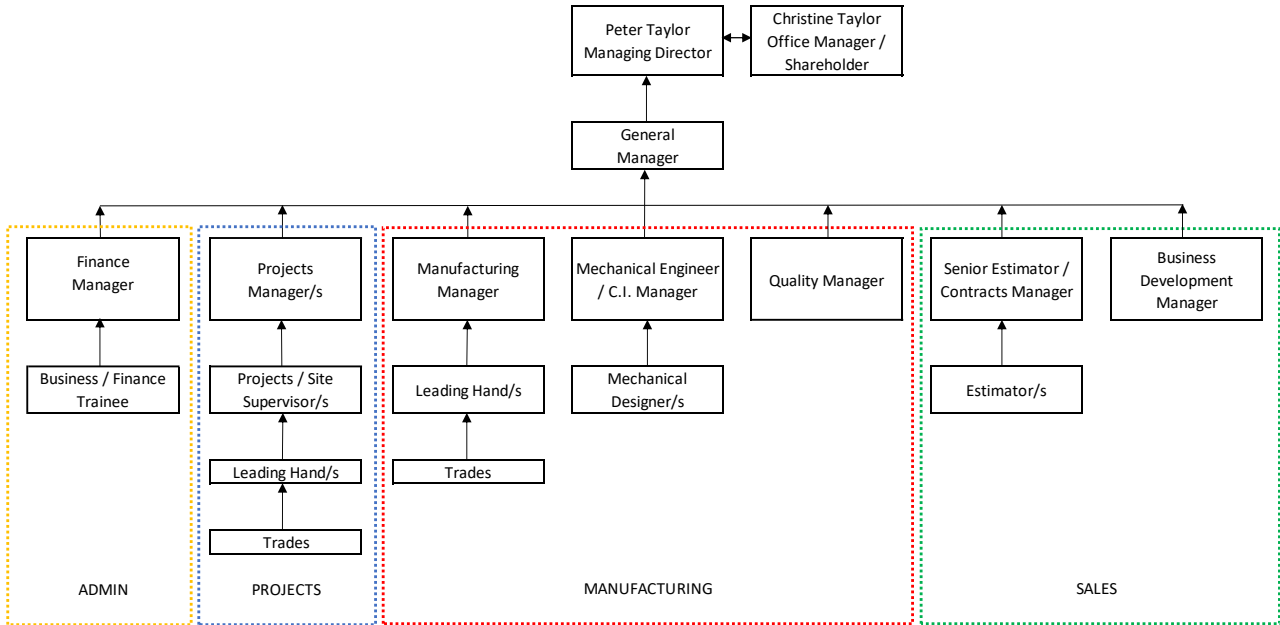
### Demonstrate Company Values

- **Stay Hungry** - *Never be satisfied and always push yourself, by a continuous improvement mindset and consistently striving for excellence.*
- **Stay Foolish** – *Do or be willing to keep trying the things people say cannot be done, through innovation and persistence.*
- During company events or when representing RMR Engineering, professional behaviour is expected at all times.
- Honesty and Transparency are traits to be upheld.

### Reporting Lines

Upwards – General Manager  
Downwards - All project employees

### Organisation Chart, Reporting Lines and Workgroup



### Measurable KPI's

Completed, signed and filed project variations  
 Safety infringements and investigations  
 Maintain Gross Profit Margins  
 Further KPI's to be developed with staff member

within 24hrs of variation notification  
 Nil injuries, investigations completed within 48 hrs  
 30%