

SITE PROJECT MANAGER

Your responsibilities are as follows:

1. You are responsible to the Operations Manager and you are to assist him perform in his duties. In particular:
 - ultimate responsibility for the delivery of the contract to the client so that we can secure repeat business from satisfied customers;
 - production and site planning relevant to the projects you are responsible for;
 - issuing work for manufacture once sizes are agreed/site measured;
 - monthly invoicing – provide information for invoicing (as requested) to Q.S. including any extras and variations along with supporting documentation so we can get paid;
 - prevent/mitigate risk of contractual disputes with main contractors and subcontract suppliers.
2. Responsibility for workplace health and safety and preparation of project Site Specific Safety Plan/Method Statements in conjunction with our subcontractors as required.
3. Maintaining and building good working relationships with Main Contractors, consultant teams and clients to ensure repeat business.
4. Responsibility for contract Quality Plan:-
 - formalised QA/QC checklist;
 - when 90% complete generate list of outstanding work, including remedial work to complete.
5. Financial control of the project including:-
 - collection of payments as required;
 - assessment and control over progress claims in conjunction with our Contracts QS;
 - responsibility for the final account on the project in conjunction with our Contracts QS;
 - approval of subcontractors' invoices;
 - tendering evaluation of off-site purchases and subcontracts together with Contracts Manager.
6. In conjunction with the Contracts Manager formalise an in-house and on-site installation programme. Identify key dates, review resources required to complete work within time scale identified.
7. Request copies of other relevant subcontractors' working drawings which junction/interface with our work which may need coordination. Document building tolerance requirements (when necessary) on a particular contract to the Main Contractor.
8. Execute the contract within the laid down cost and time restraints - use your technical managerial and tactical skills in coordinating the design manufacture and installation of your project. You are responsible for formally minuting and circulating any in-house

meeting clearly identifying the person responsible for providing any required assistance and timing involved.

9. You are responsible for organising
 - crane times;
 - storage areas – ie. site security of our property on-site;
 - site huts;
 - delivery equipment (if needed).
10. Read through and become familiar with each contract's file. Highlight and note critical items, irregular and non-standard requirements of that contract so that they are highlighted and noted on the working drawings, i.e. grey gaskets, special furniture, anodising colour and thickness, etc. Cross reference back to our pricing take-off sheets to make sure all non-standard items have been allowed for or refer to our quotation letter.
11. Depending on size of project, make sure a formal instruction is given to our Production Manager to pre-stage material at least two weeks before issuing work for manufacture. Our industry does added value to materials supplied by others - it is vital for manufacturing efficiencies that we check to make sure "all" materials are in stock prior to starting manufacture for continuity of work and labour productivity.
12. Prepare cutting sheets for production as required to site or agreed sizes to meet production/programme requirements.
 - (a) prepare WD sheets for pressings, brackets, etc. as early as possible/practical to give our suppliers time to perform. N.B. Two weeks' lead time required for press-metal surface finished minimum;
 - (b) design pressings to give as much building-in tolerance as possible;
 - (c) minimise the use of pressings as much as practical;
 - (d) record batch material take-offs, i.e. residual totals, to reduce the risk of running out of material at the end of the contract.
13. Record any Variation from acceptance date and make sure and "F" "V" or "C" number is allocated to each and every Variation. Use your formalized "Confirmation of Verbal Instruction" format to protect us on payment.
14. Organise pricing and a formal letter notifying price, any storage, overhead consequential cost, delays and any extension of time requirements.
15. We operate in a high risk contractual market - our industry has, traditionally, a high attrition rate. We rely on this company for our livelihood - it needs looking after. Some basic rules which must be followed are:
 - (a) Play an active role in the contractual control of the projects inclusive of contract administration and associated correspondence to and from the Main Contractor.
 - (b) All tender drawings must be clearly labelled/stamped. They must be retained along with a copy of the tender specification and our quotation letter.

- (c) The contract must be filed correctly and all relevant correspondence date stamped on receipt and filed.
- (d) Become familiar with the contract documents - subcontract agreement.

Generally:

- 2 weeks to identify, document and price variations (maximum)
 - 2 weeks to advise Main Contractor of "extensions of time"
- (e) Take file notes of telephone conversations and use emails to formally acknowledge critical items/instruction /meetings, etc.
 - (f) Date stamp receipt of all Architectural Drawings - send out *transmittal documents with all Thermosash drawings, separately identifying critical items and date approvals, etc. required.
 - (g) Be very careful what you verbally agree to; do not be lightly forced into programme accelerations. Discuss with Contracts Manager before agreement.
 - (h) Where contracts look to be heading into contractual dispute, call in assistance early. Where thought prudent, take photographs of the site before areas get closed in, i.e. out of tolerance structure, structure/openings not ready for us, etc.
 - (i) Warranty exposure should not be treated lightly; if you can see a potential problem, highlight it, take photos, document that it may compromise our product guarantee.
 - (j) Use our RFI's (Requests for Information/Clarification) to formally document dates when information which we need to carry out our contract work is requested.
16. By the 20th of each month organise and supervise contracts staff to charge out the production, fixing, glazing and off-site material claims for that month. These claims must be issued to the invoicing clerk no later than the 24th day of each month.
17. Refer our in-house procedure QA/QC manual.
18. Be proactive – Planning Prevents Piss Poor Performance.

Please complete this form as part of your application. It can be filled out interactively or printed out. Submit the completed form to us along with your CV using the upload button on the careers page of our website.

This information is collected for the purpose of assessing your suitability for employment at Thermosash Commercial Ltd and does not obligate the Company to engage the Applicant.

1. Personal Information

Family Name:

Given Name &
Preferred Name:

Contact Address:

Post Code:

Country:

Day Phone
Number:

Evening Phone
Number:

2. Legal Work Status

Are you legally entitled to work in New Zealand?	Y	N
a. As a New Zealand Citizen?	Y	N
b. As a permanent resident of New Zealand?	Y	N
c. As a holder of a current work permit in New Zealand?	Y	N

3. General

Do you have any criminal convictions, not including any concealed under the Clean Slate Act?	Y	N
Do you have any legal proceedings against you pending?	Y	N
Do you have a current New Zealand Drivers Licence?	Y	N

4. State the position/s you wish to be considered for

5. Health

Do you have any health-related issues that may impact on your ability to perform the tasks of this job? If yes, please detail below.

Signature:

Full Name:

Date:

I acknowledge that the information I have supplied is true and correct.

Do you consent to the Company retaining the information contained in this application for further employment options in the future?

Y

N

This Application Form will be held for 12 months following submittal.