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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | CONSTRUCTION MANAGER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a construction manager consists of planning, directing, coordinating, or budgeting, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. It also consists of participating in the conceptual development of a construction project and overseeing its organisation, scheduling, and implementation. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to manage one's own time and the time of others, to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to motivate, develops, and directs people as they work and identify the best people for the job.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Leadership — Job requires a willingness to lead, take charge, and offer opinions and direction.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
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| TASKS: | * Confer with supervisory personnel, owners, contractors, and design professionals to discuss and resolve matters such as work procedures, complaints, and construction problems;
* Inspect and review projects to monitor compliance with building and safety codes, and other regulations;
* Interpret and explain plans and contract terms to administrative staff, workers, and clients, representing the owner or developer;
* Plan, organise, and direct activities concerned with the construction and maintenance of structures, facilities, and systems;
* Prepare and submit budget estimates and progress and cost tracking reports;
* Prepare contracts and negotiate revisions, changes and additions to contractual agreements with architects, consultants, clients, suppliers and subcontractors;
* Schedule the project in logical steps and budget time required to meet deadlines;
* Select, contract, and oversee workers who complete specific pieces of the project, such as painting or plumbing;
* Study job specifications to determine appropriate construction methods;
* Take actions to deal with the results of delays, bad weather, or emergencies at construction site.
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| LINES OF COMMUNICATION: | Specify |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |