



POSITION DESCRIPTION – PROJECT MANAGER

Position Summary / Key Responsibilities

Job Brief:

The role of the Project Manager is to successfully undertake the co-ordination and delivery of multiple electrical & data projects and works in general, on time, within the required work constraints. This will be undertaken as a primarily office based and from time-to-time hands-on role that will require the co-ordination of T2 Electrical & Data staff, sub-contractors, and other trades.

The Position:

This position reports directly to the Operations Manager and or Managing Director of T2 Electrical & Data.

The Project Manager will be the direct interface of the job site and across multiple projects at a time. You will oversee all aspects of assigned projects including all financial aspects and works in general from commencement to completion. You will manage these projects in a manner that exceeds our customers' expectations and ensures that our work adheres to all company safety policies and WHS mandated requirements.

You will co-ordinate the workload of all the T2 staff, specifically with the Supervisor and Leading Hand, and all required sub-contractors, as required to meet the project goals. This will require approval for workflows through their direct Operations Manager and will require the Project Manager to be planning ahead at a minimum of 5-10 days in advance to make sure that the workload is sufficient, the materials are available, and all onsite stakeholders are engaged so that work can be undertaken with no downtime to the actual workers. It is a high expectation that the Project Manager will manage their own workload to accommodate these requirements and to undertake work onsite during the delivery of the projects and works in general. The Project Manager will work autonomously and be able to lead larger teams of electricians, apprentices, and sub-contractors, while having a keen eye for continuous improvement.

Tasks:

The Project Manager will be responsible for undertaking the following tasks. Some of these will be in consultation with their direct Operations Manager or Estimator.

Planning and Scheduling

- Define the overall scope of the project and prioritise tasks and milestone targets
- Create and maintain comprehensive project documentation
- Manage all financial aspects of projects through ongoing job forecasting.
- Manage changes to the project scope, project schedule and project costs
- Understands plans and specifications to identify the types and grades of materials and equipment needed to ensure compliance with project requirements.
- When necessary, estimate and provide variations to change orders for assigned projects.
- Plan out required materials a minimum of 5 days in advance and obtain 3 quotes from suppliers for confirmation of best pricing. Then providing approval / order number to the supplier with each item listed correctly on the PO.

- Engagement and management of sub-contractors and third-party hires for multiple jobs
- Ensure resource availability and allocation
- Conduct site visits weekly to understand the constructability of projects.
- Working towards ZERO harm and ZERO defects on all projects from the outset, so that the defects review becomes only a check.
- Minimise all downtime and make sure that all workers are working efficiently.
- Conduct a risk assessment to identify risks, and plan a response to treat the risk
- Generate high quality work in alliance with the vision and mission of T2 Electrical & Data

Stakeholder Engagement, Leadership and Training:

- Manage project expectations with external and internal stakeholders
- Run project status meetings and reports regularly with clients and stakeholders
- Negotiate and resolve all customer concerns at a high level and priority.
- Assist in dispute, negotiation, arbitration, or litigation, as needed.
- Provide coaching / counselling to site staff as required
- Develop/maintain network of professional relationships within our industry with clients, contractors, and suppliers.
- Conduct workshops, toolbox talks and training
- Attend conferences and training as required to maintain and expand on industry knowledge
- Use and continually develop leadership skills

Reporting and Project Reviews:

- Coordinate and monitor projects through the entire project lifecycle
- Report and escalate issues when necessary
- Manage project performance with appropriate KPIs
- Review and approval of staff timesheets and purchase orders
- You are to conduct final defects walk through of all projects to ensure the project is T2 Ready for client hand over.
- Conduct post project reviews to determine areas for future improvement.
- Make recommendations for project improvements
- Produce project invoices in conjunction with the accounting department and send all invoicing for assigned projects to each client.
- Evaluate team performance

Results / KPIs

- Reliable weekly updates of all project activities.
- Installation & construction completed within agreed Budget.
- Projects delivered on time, as agreed with customer.
- Projects delivered to customer's technical specification.
- Customers QA, Safety & Environment management expectations are met or exceeded.
- Customer relationship remains positive and supportive.



Provided Equipment / Assets

- Dell Laptop
- T2 Branded Vehicle with fuel card
- Desk at office provided
- Company issued mobile phone

Requirements:

Below is a minimum requirement for the position of Project Manager which may be negated through experience or on the job training, as determined by the Operations Manager and or Managing Director.

- A strong knowledge of the AS3000:2018 wiring rules and amendments
- A strong knowledge of the requirements of Section 8 specifically of AS3000:2018
- A strong knowledge of the AS3008 and amendments
- Queensland Electrical Contractor Licence
- Queensland White Card
- CPR/LVR Certification
- The ability to undertake all mandatory testing and fault find as required
- Minimum 5 years post trade experience
- A strong background in project delivery
- A strong background in leading a team of project delivery staff
- The ability to interpret schematic and general arrangement drawings
- Excellent communication skills
- Excellent understanding of WHS requirements for all differing jobs
- The ability to work unsupervised and as a part of a team
- Being self-motivated to get the best possible outcome for the benefits of clients, stakeholders and T2