

**Job Title:** Operations Manager

**Reporting To:** Construction Manager

**Location:** Newman

**Division:** D&C

**Review Date:** 25<sup>th</sup> February 2013

### **Purpose of the Position:**

Manage the day to day construction operations for refurb, occupied, scopes, Mines and D&C projects to ensure that client expectations are met within budget.

### **Key Accountabilities**

#### **Technical Expertise**

- Oversee all Supervisors to ensure they are effectively managing budgets, labour and resources, meeting timeframes, and maintaining constructive relations with clients.
- Complete quotations for all projects and jobs except those larger D&C projects where tenders are required.
- Set realistic budgets for all projects and smaller jobs.
- Plan and monitor labour allocation to ensure that each project/Mine has personnel supplied who are appropriately ticketed and inducted.
- Identify and schedule all vehicle and plant requirements to ensure that each project/Mine has appropriate resources when required.
- Ensure that personnel receive safety inductions relevant to their work and work site.
- Check and sign all invoices to ensure there are zero rejections.
- Undertake inspections to ensure work quality is meeting expectations and liaise with the various client-appointed Construction Managers and Supervisors to ensure ultimate client satisfaction.
- Undertake all scheduling and programming across all operations to ensure time expectations are met.
- Negotiate the price of bulk items with suppliers and place orders.
- Negotiate the price and scope of work with sub-contractors and ensure that they are qualified to undertake the work and perform according to expectations.
- Oversee employee annual leave to ensure appropriately ticketed, inducted and skilled personnel are available when required on specific projects and at specific Mines.
- Undertake other reasonable duties as directed.

#### **Customer and Communication**

- Develop effective working relationships with the various client-appointed representatives, in particular Construction Managers.
- Liaise on a daily basis with the D&C Newman Construction Manager.
- Provide direction and guidance to the Supervisors on a daily basis.
- Maintain effective business relationships with suppliers and sub-contractors to ensure cost-competitive supply of work, materials, equipment and plant.

## Continuous Improvement

- Develop and manage Supervisors so they provide effective leadership and understand the importance of cost control and labour utilisation as well as client satisfaction.
- Build a culture amongst employees that values strong work ethic and high standards of achievement.

## Safety and Compliance

- Be conversant with Ahrens' Quality, Environment, Safety, Drug and Alcohol Policies, HSQE Management System and Emergency Plan. In particular, ensure that you work safely in accordance with any relevant Safe Work Method Statements and/or SOPs, respect the environment and report any variations from the Ahrens' way of doing business and safety or environmental hazards/incidents through Ahrens' reporting system. Specific HQSE Management System responsibilities are as documented in the Management Manual.
- Ensure through the Supervisors that all personnel comply with client safety requirements.

## Essential Criteria

- Extensive experience in all aspects of domestic, commercial and industrial construction from civil through to final handover.
- Ability to look after several projects and jobs of varying size at a time.
- Self-motivated and driven; a "never give up" attitude.
- Excellent negotiation skills with the client, suppliers and sub-contractors.
- Lead by example, especially in demonstrating strong work ethic.
- High level communication skills which are effective with a diverse workforce.
- Confident and firm direction of Supervisors and employees.
- Maintenance of a positive attitude even in the face of problems and adversity.

**Manager's Name** Rowan Macdonald

**Signature**

**Date**

**Employee's Name**

**Signature**

**Date**