



## **JOB DESCRIPTION**

**POSITION:** Contract Manager

**OBJECTIVE:** To ensure all crews and contracts under your control are carried out in a safe manner.

To forward plan, programme and organise SouthRoads Southland resources (people and plant) to ensure maximum utilisation and best returns.

To meet SouthRoads objectives for quality service to all customers.

**RESPONSIBLE TO:** Site Works Divisional Manager  
Site Works Senior Contracts Manager

**DEPARTMENTS:** Site Works

### **RESPONSIBLE FOR:**

- 1 Liaison with Client/Client Representative to
  - Produce works
  - Co-ordinate our resources and agree on programming of works
  - Ensure satisfaction
  - Agree variances/or extra works
  - Assist with tender/quotation preparation
  - Assist with estimates
  - Bring work to charge correctly
  - Provide communication/co-operation with internal departments
  
- 2 Administration of Works/Contracts including
  - Preparation of job programmes
  - Preparation of job instructions
  - Set production targets for Foremen and communicate the information ie
    - timings/targets
    - materials and source
    - subcontractors
    - plant requirements/usage expected
    - labour
  - Preparation of Safety/Traffic Management Plans
  - Preparation and implementation of job Quality Plans
  - Ensure compliance with the SouthRoads Quality Assurance Manual and Work Instructions
  - Preparation of subcontract agreements and administration of subcontracts
  - Ensure forward planning, organising and ordering of contract subbies/survey/materials/plant/people at all times - to eliminate on job "down time"
  - Record and lodge in written form with the Clients Representative, a record of variations and discussions at the time of the event.
  - Bring to charge work and progress claims by due date each month
  - Accurate assessment of work in progress at end of each month

- 3 To ensure that all teams designated to be under your control operate in a safe manner in accordance with the SouthRoads Safety Policy Rules.
- 4 To work with various crews as directed in order to develop skills and knowledge.
- 5 To undertake basic engineering survey investigation and setout as may be required for various jobs.
- 6 To undertake work in Site Works, Construction and other departments as directed. This will include pavement, surfacing and drainage investigation and post construction monitoring as required.
- 7 To undertake computer work as required by your Manager.
- 8 To direct staff and plant resources as may be required, monitor materials used to predetermined estimates and achieve and maintain profitability.
- 9 To ensure all invoicing, contract claims, reporting and work in progress assessments are done accurately and by the required dates.
- 10 To programme and liaise surfacing activities with the Subcontractor Managers.
- 11 Set and maintain quality standards for your team in accordance with the SouthRoads Quality Policy or job specific Quality Plans and the SouthRoads Quality Assurance Manual and Work Instructions. This includes safety auditing.
- 12 Keep management informed of potential or actual problems associated with contracts via memos or ION's forms.
- 13 Identify and record variations as they occur.
- 14 Maintain good client relations.
- 15 Keep management informed of possible future work.
- 16 Maintain open communication with staff and management.
- 17 Encourage development of staff showing potential.
- 18 Audit to ensure job sites comply with the SouthRoads Environmental Policy. Identify hazards on site and advise Foremen accordingly.
- 19 Ensure full compliance is achieved with SouthRoads Company Rules and all Legislative Acts, Regulations and Codes of Practice.
- 20 To undertake all training opportunities as directed by your Manager.
- 21 Any duties that may from time to time be required of you.

**SPECIFIC SAFETY RESPONSIBILITIES:**

**To ensure:**

- All new, transferring and labour hire staff are inducted prior to commencing work.
- All staff hold the appropriate class of licence, endorsement and where applicable Certificate of Competence.
- All staff are competent to complete the tasks assigned to them.
- All incidents are reported immediately they happen to the appropriate people.
- All incidents are investigated and action items identified and assigned.
- The hazard management system is applied to all work activities every day.
- Emergency response procedures are developed and available for each worksite.
- All subcontractors have been competency evaluated and are inducted onto SouthRodas worksites.
- Toolbox meetings are held and minuted.
- All plant utilised on site is in a safe working order.
- Site specific Health & Safety plans are developed and implemented for all contracts.
- Non compliances identified as a result of safety audits are actioned.

Authorised by  
Regional Manager: .....

Acknowledged by  
Employee: .....

Date: .....