

TITLE: POSITION DESCRIPTION

Job Title:	<i>Project Manager (Mining & Civil)</i>
Current Incumbent:	Vacant
Division / Location:	<i>Hunter Valley / Mt Thorley</i>
Reports To:	<i>Divisional Manger – Construction Materials & Mining</i>

POSITION OBJECTIVE:

To provide site management to project(s) in the Hunter Valley Civil & Mining Infrastructure Operations.

NATURE AND SCOPE:

This position is one of seven reporting to the Divisional Manager Construction Materials and Mining, the others being:

- *Quarry Operations Manager*
- *Maintenance Manager Quarries*
- *OHS Coordinator*
- *Office Manager*
- *Coal Services Operations Manager*
- *Business Development Manager*

This position will be responsible for overseeing Junior Project Managers, Project Engineers and Supervisors.

SAFETY RESPONSIBILITIES:

In accordance with OH&S Legislation you are required to:

- *Implement and promote the Daracon Group Procedures and Programs to ensure your own health and safety and the health and safety of others in the workplace.*
- *Promote Daracon Group safety objectives and values*
- *Encourage site staff in the creation of a safety-conscious culture on site, and assist them in adopting excellent OH&S work practices*
- *Monitor compliance with the Daracon OH&S system on project(s) and the keeping of appropriate OH&S records*
- *Immediately report any unsafe condition, hazard, incidents or injury to the Supervisor*
- *Actively participate in all aspects of OHS.*

PRINCIPAL ACCOUNTABILITIES:

- *Be the prime guardian of Daracon's relationship with the project client, the contract superintendent and relevant regulatory authorities*
- *Participate in the development and submission of tenders*
- *Provide overall management and administration of the project. Ensure effective management and administration of the contract to optimise outcomes for the Company*
- *Coordinate the start up of projects, including the preparation of Project Management Plans (including OH&S and Environmental plans), establishment of site facilities, provision of project budget and appropriate costing format, establishment of project record systems*
- *Determine, in conjunction with the Site Manager / Supervisor, the requirements for plant, equipment and labour and ensure efficient utilisation amongst projects.*

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Date Reviewed: 1 January 2008

- *In conjunction with the Site Manager/Supervisor, analyse the environmental requirements of the site and ensure implementation of appropriate protection measures so as to minimise the project's impact on the environment.*
- *Ensure regular inspections of environmental protection measures are undertaken and appropriate records kept.*
- *Liaise with and assist the Site Manager/Supervisor to arrive at most cost effective outcomes with regards to materials and subcontractors, construction planning and implementation.*
- *Liaise with the on-site teams on the attainment of programs, costs, variations and overall company objectives.*
- *Administer the contract and subcontracts in relation to Extensions of Time, Variations, Progress Claims and Invoicing, and monthly reporting*
- *Provide feedback to estimators on actual production rates and unit costs from projects where appropriate.*
- *Facilitate the implementation of the company's policies, practices and procedures in conjunction with management in areas covering :-*
 - *Labour relations*
 - *Induction and Training*
 - *Industrial relations*
 - *OH&S*
 - *Environmental*
 - *Quality*
- *Assist estimators with construction process, production capabilities and job planning for tenders.*

QUALIFICATIONS AND EXPERIENCE:Qualification/education required:*Bachelor of Civil Engineering.*Experience required:*At least 5-10 years site based civil construction experience*Certificates, licences, registrations required:*Class C Drivers Licence*Specialist training required:*Supervisors Training*Aptitude and skills required:*High level organisation skills**Strong communication skills**Strong sense of team participation**Ability to liaise with clients and transfer skills and knowledge to team members**Lateral thinker with ability to prioritise tasks**Able to use own initiative*

This position description should be reviewed within 12 months from the date listed on this form. This position description has been reviewed and agreed.			
Managers Signature		Date	
Positions Holder's Signature		Date	