

Doc No: PD-06

REV No: 01

REV Date: 28/09/2019

Position Title	Projects / Site Supervisor	Work Status	Full Time, permanent Wages based
Reports to	Project Manager	Workgroup	Projects

Primary Purpose of the role

Supervising and coordination of projects from tendering to completion, ensure a high-quality product is completed safely, on time and on budget.

Principle Accountabilities	
<p>Project Coordination Key Measures:</p> <ul style="list-style-type: none"> • <i>Delivery of projects safely, on time and to budget.</i> • <i>Provide a high level of customer service, where problems are solved quickly and to customer expectations.</i> 	<ul style="list-style-type: none"> • • Manage site installations, in line with agreed contract. • Liaise with clients on manufacturing & installation works, to understanding their requirements and problem solving, etc... • Provide quotations, estimations, and site measurements. • Ordering materials, organising laser cutting or any work that needs to be sub contracted out. • Assist with manufacturing and installation of project when required. • Check QA of progressing and completed job. • Drafting as required. • Resource allocation, coordination and management in conjunction with the Operations and Manufacturing Manager, (both internal and external/third party providers). • Development and review of project plans to monitor and track progress, (i.e.: MS Project). • Make changes to project scope, plan and budget, as required, in consultation with client and the General and /or Projects Manager. • Actively participate in post project reviews • Assume duties of Projects Manager in absentia.
<p>People Supervision Key Measures:</p> <ul style="list-style-type: none"> • <i>Workshop KPI's are met.</i> • <i>Performance issues are managed in a timely and professional manner.</i> 	<ul style="list-style-type: none"> • Distributing work, ensuring right people/skills are right for the task • Supervision of Leading Hands, Tradespeople, Apprentices and Sub-Contractors when required. • Ensuring people have the right tools to complete their tasks. • Escalation point for Leading Hands and tradespeople to raise any manufacturing, site and installation concerns or issues.

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General

- Constructively work with other parts of the business to deliver strategic plans and to meet our on-going business performance and quality objectives.
- Maintaining strong working relationships with clients, third party providers/suppliers and RMR Engineering employees.
- Lookup emails/tenders.
- Work in a safe manner, reporting any safety concerns or issues. Setting the expectations of the business.
- Use of business processes, (Ostendo, job/sales, handover forms, SWMS's, JSA's for example).
- Promoting, managing & enforcing RMR golden rules (i.e. Daily timesheets, uniforms clean, neat, tidy & shirts tucked in at all times, hearing protections worn at all times in the workshop, on-site where applicable, PPE worn where applicable, 15-min morning break & 30-min lunch breaks, clean work areas, and daily clean up's etc.....
- Promoting environmental sustainability.
- Escalate issues to senior management where decisions may have an impact on the business (+ / -).
- Actively attend and participate in staff meetings as required.
- All other duties as required.

Skills and Attributes

Technical Skills

- Mechanical Qualifications.
- Minimum 3 years post trade leadership experience.
- Experience in food, beverage and construction industry.
- Microsoft Office (Word, Excel, PowerPoint, Projects).
- AutoCAD 2D & 3D – review and print drawings.
- Understanding of planning processes.
- Deputise for other staff members as appropriate.

Personal Attributes

- Ability to work autonomously and within a team, effectively managing own workload, as well as other junior staff.
- Maintain strict **“confidentiality”** of all business information.
- Ability to lead and coach a team.
- Effective communication skills (i.e.: written, verbal, non-verbal, active listening).
- Neat and tidy personal presentation.
- Attention to detail.
- Excellent organisation and time management.
- Innovative thinking and able to challenge the status quo.
- Current Drivers Licence
- Forklift licence.
- Construction Industry ticket (“White Card”).

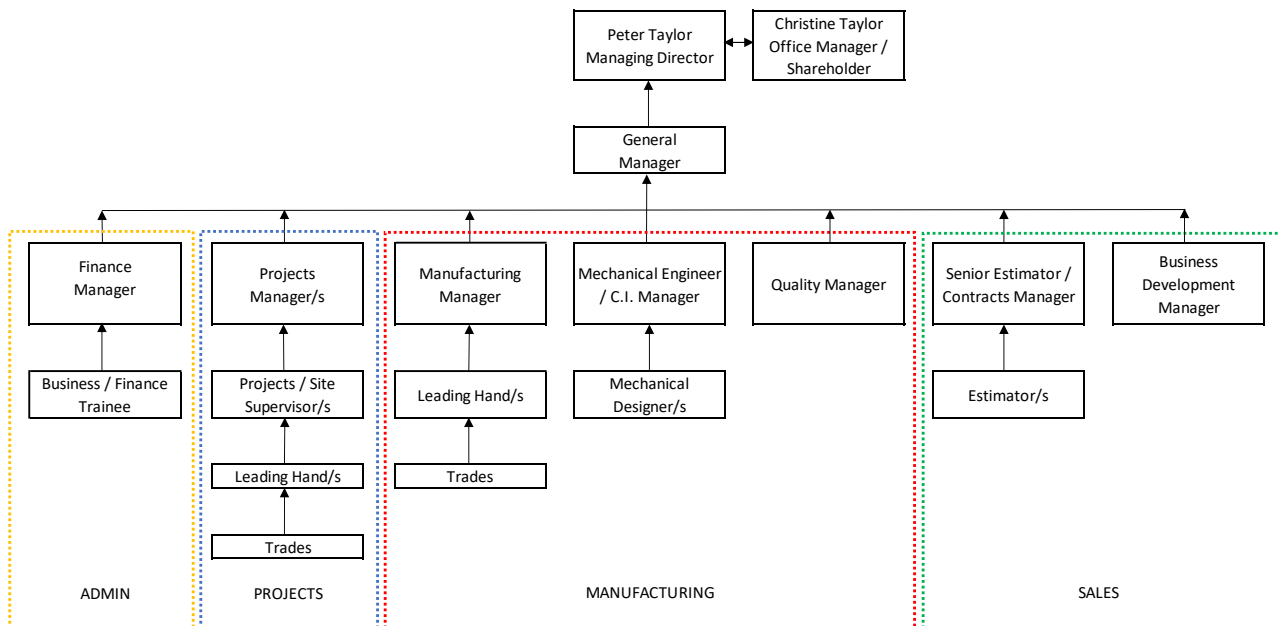
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<p>Demonstrated Company Values</p> <ul style="list-style-type: none"> • Stay Hungry - Never be satisfied and always push yourself, by a continuous improvement mindset and consistently striving for excellence. • Stay Foolish – Do or be willing to keep trying the things people say cannot be done, through innovation and persistence. 	<ul style="list-style-type: none"> • During company events or when representing RMR Engineering, professional behaviour is expected at all times. • Honesty and Transparency are traits to be upheld.
<p>Reporting Lines</p>	<p>Upwards – Projects Manager, through to General Manager Downwards - All project employees</p>

Organisation Chart, Reporting Lines and Workgroup



Measurable KPI's

Completed, signed and filed project variations
Safety infringements and investigations
Maintain Gross Profit Margins

within 24hrs of variation notification
Nil injuries, investigations completed within 48 hrs
30%