



BUILDING ON PARTNERSHIPS

- **Quantity Surveyors**
- **Site Managers**
- **Project Managers**

**Pindan** is one of **Western Australia's** leading and fastest growing construction and development management companies. We have been in the building industry for 30 years. Our expertise includes commercial and residential projects, such as multi-residential, aged-care facilities, medium density housing developments, resorts, colleges, etc.

We are seeking suitably qualified individuals with a minimum of five years commercial and civil contracting experience to fill the above vacancies.

It is envisaged that shortlisted candidates will be interviewed either in Pretoria or Port Elizabeth in early August 2010. Assistance will be given towards visa and relocation costs for the successful candidates.

**All Applications will be handled in strict confidence and should be emailed to the Human Resources Manager, Lynn Hanich at [lynn.hanich@pindan.com.au](mailto:lynn.hanich@pindan.com.au). Visit our website at [www.pindan.com.au](http://www.pindan.com.au) for more information and job descriptions.**

# Generic Job Description (Subject to Change)

## Position Title: SITE MANAGER

**Position Purpose:** *The key responsibilities of this position are to oversee building construction and control of all aspects of site operations; including implementing and monitoring strict quality control and health and safety procedures, plus ensuring that the project runs to schedule and within budget. Outlined below are the required key competencies necessary to undertake the role.*

### Principal Accountabilities

- Supervise and co-ordinate all site activities including labour.
- Ensure effective planning and communication of all activities.
- Participate in tender handover meeting.
- Ensure a full understanding of drawings and specifications.
- Ensure compliance with Pindan's OH&S Management System.
- Conduct Site Safety Inductions for all new starters and the recording of such inductions.
- Recording of all site records including RFI's, daily site diary, required safety records, any verbal instructions for architects/consultants, etc.
- Chair and minute tool box meetings.
- Chair regular subcontractor meetings (preferably fortnightly) with CA present to take minutes.
- Assist subcontractors in the preparation of JSA's when required.
- Short term programming and assisting Construction Manager with review of master programmes.
- Ensure that the quality of work produced by all staff and subcontractors complies with specifications/drawings and meets all requirements including deadlines.
- Ensure that all local authority and statutory requirements are adhered to.
- Ensure all plant and equipment is correctly maintained.
- Ensure that site security and public protection standards are adhered to.
- Manage day to day industrial relations issues in accordance with company policy.
- Liaise with statutory authorities including WorkSafe and local councils.
- Ensure use of internal resources when in doubt.
- Ensure team building between all parties on site including client's representatives and consultants.
- Liaise with estimating team with build-ability issues when requested.

### Knowledge and Skill Requirements:

Must have a sound knowledge of the construction industry, plus:

- Excellent communication skills and the ability to motivate teams of workers
- Planning and organisational ability
- Skill in interpreting drawings and understanding specifications on building plans
- Technical ability
- Skills in making calculations.
- Building methods and materials
- Building standards and regulations and ability to accurately interpret read plans and diagrams
- Quantity, quality, cost control and general purchasing
- Safety methods and procedures used on building sites
- Staff management

### Education or Equivalent experience:

- Minimum 5 years experience.
- Tertiary building qualification is advantageous but a proven track record is more desirable.