

Position Description

Title:	Operations Manager
Reports to:	Construction Manager
Responsible for:	Monitor and oversee activities, resources and staff on-site to ensure the project is built safely on time, within budgets and to a high quality.
Functional Relationships with:	Commercial Manager Construction Manager Business Development/Compliance Manager People, Culture & Safety Manager Site Managers/Foreman Accounts and Payroll Department
Direct Reports:	Site Staff (all)

Job Specifications and Expectations:

Key Tasks	Expected Results
Leadership and Management:	<ul style="list-style-type: none"> Ensure that the financial business drivers are present in decision making and continuously strive to achieve Livingstone's financial goals. Communicate effectively at all levels. Deliver on promises, meeting deadlines and maintaining procedures and policies to comply with Livingstone expectations and statutory obligations. Efficiently use all personnel and capital resources to deliver a consistent level of excellence, quality and profitability, whilst continuously improving efficiency.
Management of Direct Reports:	<ul style="list-style-type: none"> Liaise directly with Project Managers and Site Managers to ensure site staff are allocated as required Support career goals and provide challenging work opportunities. Appropriate staff training; including support in developing business acumen. Coach and mentor others to learn and grow, when and where appropriate.
Business Development:	<ul style="list-style-type: none"> Research new project opportunities and ensure 'leads' are followed up.
Operations:	<ul style="list-style-type: none"> Fleet Management (excluding procurement). Tool procurement, inventory control and location. Labour (temporary) procurement and allocation. Manage off-site yards, including but not limited to site sheds. Complete construction timesheets. General administration. Adhere to delegated authority responsibilities and limits.
Tendering:	<ul style="list-style-type: none"> Assist in reviewing and evaluating tender documentation: Site Investigation – going to site with QS, taking photos, identifying risks etc; Design – check design and offer design ideas, alternatives where possible; Methodology – write methodology of the construction process from start to finish, including H&S components as required; and Programme – complete tender programmes as required.

Key Tasks	Expected Results
Site Project Management:	<ul style="list-style-type: none"> • Create, set and track projects programme. • Ensure project documentation is distributed in a timely manner to correct persons. • Liaison with internal and external parties (project team, client, local bodies, subcontractors) and ensure attendance at site meetings. • Recognise, understand and apply effective strategies to manage risks. • Liaise with the Site Manager and Quantity Surveyor to collate information for Progress Reports. • Plan and monitor staff resourcing on site and monitor hours. • Read all plans, specifications, fire reports, environmental reports, building consents and resource consents, prior to project start date. • Sign off weekly timesheets (check against GPS). • Attend site meetings. • Drive project to stay on programme and in allocated timeframes. • Record and track project hours (planning). • Oversee that all necessary inspections are carried out on site e.g., Council, Engineers etc. • Inform Quantity Surveyor of any impending overrun of materials or hours and explain why. • Liaise with Quantity Surveyor and Site Managers to ensure the project is maintained within cost structure. • Drive a zero defects process and ensure quality is maintained as per Livingstone Building standard and QA practises. • Ensure appropriate tools are available and maintained for the project. • Follow all Livingstone Policies and Procedures. • Continuously improve systems, processes and reporting. • Monitor project close-out tasks including maintenance, defects and final council inspections completed. •
Health and Safety:	<ul style="list-style-type: none"> • Actively champion, promote and ensure compliance with health and safety legislation and best practice within Livingstone's policies and procedures. • Actively contribute and support improvements to health and safety in all areas of the business. • Commitment to and support of Enviromark goals. • Ensure that the site and health and safety folder is kept up to date with all relevant information.

Person Specifications:

Qualifications:	<ul style="list-style-type: none"> • Full drivers' licence.
Experience:	<ul style="list-style-type: none"> • 2 years' leadership and project management experience.
Knowledge & Skills:	<ul style="list-style-type: none"> • Excellent analytical skills, with the ability to read, interpret and develop statistical reports and calculations. • Excellent written and verbal communication skills. • Good organisational and prioritisation skills.

The Livingstone Way:

I am part of a team who is Building Excellence	<ul style="list-style-type: none">Actively contributes to a positive team culture which is aiming to achieve the best in everything we do.
I do what I say I am going to do	<ul style="list-style-type: none">Accountable for own actions and delivers on what they say they will do.
I always improve – better never stops	<ul style="list-style-type: none">Consistently looks for opportunities to improve themselves and the way we do business.
I am up for taking it on	<ul style="list-style-type: none">Constantly, tries new things with a positive attitude.

Changes to Position Description:

Positions within the company may change over time as the organisation develops. Therefore, we are committed to maintaining a flexible organisation structure that best enables us to meet changing business needs. Responsibilities for this position may change over time as the job evolves. The Position Description may be reviewed as part of planning for the annual performance cycle.

Date position description reviewed: February 2021

Signatures:

Managers Name:	
Signature:	Date:

Employees Name:	
Signature:	Date: