Annex 1 JOB DESCRIPTION

POSITION TITLE: CONSTRUCTION MANAGER POSITION HOLDER: REPORTS TO: PROJECT DIRECTOR LOCATION: NADI AIRPORT DIVISION:						
DIVISION: DEPARTMENT: PMO PURPOSE OF THE ROLE: PMO The Construction Manager is responsible for overseeing and coordinating all aspects of construction projects, ensuring that they are completed on time, within budget, and to the required quality standards. The role involves managing resources, schedules, contractors, subcontractors, consultants, suppliers, utility companies, stakeholders and others and others while also assisting the relevant project managers other project phases to ensure the project is executed effectively. KEY RESULT AREAS: • Manage project worksites, activities and ensuring that all work is in sync with project goals and objectives • Provide direction to general contractors, subcontractors, and vendors when doing groundwork to ensure that quality standards are being met • Liaise with engineers, architects, and others working on a project • Prepare and manage estimates, budgets, timetables, and resources • Identify, mitigate, and track recurring construction issues • Adhere to legal regulations, building and safety codes, and other requirements • Maintain clear and effective communication with stakeholders, including clients, architects, engineers, and contractors. • Identify potential risks and develop mitigation strategies. • Exerce Project Planning and Scheduling: • Develop comprehensive project plans including timelines, milestones, and resource allocation. • Ensure project construction schedules are plan appropriately to avoid impact on operations b) Resource Management: • Allocc	PO	SITION TITLE:	CONSTRUCTION MANAGER	POSITION HOLDER:		
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 Visit sites regularly during construction — including bid walks, preconstruction walks, in-progress visits, punch walks, and closeouts — and attend/organise status and coordination meetings

e) Safety and Compliance:

- Implement and enforce safety protocols and regulations to ensure a safe working environment.
- Ensure all activities comply with legal and regulatory requirements, including building codes and environmental regulations.
- f) Communication and Reporting:
 - Maintain clear and effective communication with stakeholders, including clients, architects, engineers, and contractors.
 - Provide regular progress reports and updates to senior management, clients and stakeholders.
- g) Problem Solving and Risk Management:
 - Identify potential risks and develop mitigation strategies.
 - Resolve any issues or conflicts that arise during the construction process promptly and effectively.
- h) Document Management
 - Maintain and track all project construction documentation in line with FA process and procedures.
 - Ensure timely update of documentation, receipt of documentation, and closure of notices.
 - Responsible for contract management
- i) Respond efficiently and effectively to work delays, emergencies, and other project disruptions
- j) Any other duties assigned by the Director Projects.

Key Challenges / Decisions / Success Factors:

- Commercial acumen and attitude
- Timely and accurate measurement
- Able to travel to remote jobs or work location
- Good understanding of construction industry best practices and construction methodology and pricing
- Integrity and honesty in dealings.
- Demonstration of probity and compliance with governance processes in procurement and assessment Tasks.
- Ability to interpret contractual clauses and apply skillfully while preparing notices.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying
 expectations, viewpoints and interests

Direct Reports: None

Minimum Qualifications Requirement (MQR):

- Appropriate diploma-level qualifications with 8 years of work-related experience, including building construction supervision, costings, and programming.
- Experience with Microsoft Office Suite, and other software.
- Demonstrated Experience in managing large projects with successful project management capabilities scoping and supervising on building services systems with strong project management skills is desirable.
- Proven working experience in construction management

Knowledge and Skills

- A valid driver's licence
- Knowledge of Project Management Methodology
- Use of records and data management software
- Sound technical knowledge of building services and building construction works
- Must be familiar with the National Building Code of Fiji, and relevant international standards such as Australian Standards
- Ability to produce read and manipulate schedules and scheduling reports
- Strong Analytical Skills

- Excellent Communication skills
- Risk Management and Cost Controls Skills
- Basic finance and procurement knowledge
- Knowledge of Health and Safety Requirements
- Good interpersonal skills and team-building skills
- Must be resilience, have courage and act with integrity
- Demonstrated capacity to take initiative and achieve results
- Ability to work with minimum supervision
- Knowledge of construction methods and technologies and an ability to interpret technical drawings and contracts
- Ability to manage multiple projects simultaneously with an eye for quality
- Expert knowledge of building products, construction details and relevant rules, regulations and quality standards
- Ability to plan and see the "big picture"
- Competent in conflict and crisis management

Key Relationships:

Internal: Fiji Airports Sections

External: CAAF, Fiji Airways, Air Terminal Services, consultants, Contractors, Tenants