

# Construction Manager

## Role Title: Construction Manager

## Reporting To: Project Manager

## Role Purpose:

To ensure that all installations are carried out with the maximum efficiency, to the highest quality and to the company's standard on all key issues. To manage the labour and ensure that all works are installed to CHT standard and maintain a safe working environment.

## Key Tasks

- Monitor and record works
  - Monitor and record works to enable hand over
  - Identify and obtain relevant information in order to plan works
  - Determine methods of works
  - Determine programme of works
- Administrative systems
  - Establish and maintain on-site administrative systems
  - Establish and maintain quality procedures
- Provide information to enable the completion of works
  - Provide information on methods and programmes
  - Provide information on site organisation and systems
- Determine resource requirements for works
  - Procure materials for the execution of works
  - Monitor and control supply of materials
  - Monitor and control sub-contract operations
  - Monitor and control use and deployment of plant and equipment
  - Procure sub-contractors to meet ongoing requirements
  - Procure plant and equipment for the execution of work



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## Continued...

- Monitor expenditure
  - Monitor expenditure against works packaging
  - Monitor and record works to enable financial recovery
  - Monitor and control defects
  - Inspect, prepare and maintain site for the execution of works
- Monitor and control personnel
  - Implement disciplinary and grievance procedures
  - Assign responsibility for roles and tasks necessary for the completion of works

