

Position Description

POSITION	Project Engineer
REPORTS TO	Project Manager
KEY RELATIONSHIPS	Construction Managers, Project Directors. Site Managers, Subcontractors, Contracts Administrators.

FDC Values	We're Personal, We're Defined by the Client Experience, We're Humble but Hungry, We Are All In, We're Young at Heart.
FDC Marketing Mission	Amplify our business position - Made personal™

This Position Description sets out the initial requirements of the role. The Company may alter these requirements from time to time and any changes will be reflected in a revised Position Description.

Principal Purpose

- Reporting to the Construction Manager or Project Director.
- To manage the administration of contracts for Construction projects.
- To ensure FDC's contractual obligations are met, and contracts are administered in accordance with FDC's reporting systems.
- To plan and monitor the work performance of Subcontractors and employees to meet project timelines, quality, cost, and performance standards.
- To provide a safe place or work and safe work practices and methods.

Authorities and Responsibilities

1. Project Management

- Assist with planning permits and other relevant documents for submission to council for construction projects.
- Work in conjunction with the Construction Manager to develop effective programs for all on-site work.

- Assist in managing projects to ensure work is performed in accordance with agreed/approved plans & specifications.
- Prepare a detailed Construction, Design & Target Programs including milestones to track progress.
- Maintain or improve margins by implementing effective control processes and cost reduction measures.
- Provide clients and FDC management with accurate and timely reports on progress.
- Act in accordance with FDC policy to effectively avoid and resolve disputes.
- Contribute to the continuous improvement of FDC processes.
- Ensure timely presentation of invoicing documentation.
- Review and signoff trade analysis prior to execution of subcontracts.
- Maintain accurate and retrievable records of all project related meetings, issue, and correspondence.
- Prepare, submit, and review a comprehensive monthly Project Report to highlight project status.
- Ensure site team members, contractors and consultants are working in accordance with FDC, client and legislative requirements.
- Plan site establishment functionality to incorporate site security, project timelines and WHS and Environmental issues before commencement on site.
- Take actions to maintain the site in a well presented, clean, orderly, and safe condition.
- Ensure all opportunities for FDC marketing signage are implemented.
- Ensure Site team drive the Project in accordance with the Target construction program.

2. Stakeholder Relationships

Stakeholders are defined as; our people (current and future), clients, subcontractors, consultants/partners, charities, and community groups.

- Participate in design meetings with architects and service consultants and ensure accurate minutes are kept of proceedings.
- Compile and present to the client monthly, financial reports relating to job/contract specific issues.
- Develop a clear understanding of client objectives and expectations.
- Build strong and productive relationships with internal and external customers.
- Demonstrate excellent customer service in all dealings with clients.
- React promptly and professionally to client enquiries, complaints, and requests.
- Immediately redirect complaints or issues requiring senior management involvement.

3. Onsite Supervision/Subcontractor Management

- Can supervise aspects of larger projects under direction of Site Foreman
- Can supervise small projects under own direction.
- Is proactive in organising Subcontractors.
- Does not accept sub-standard performance.
- Motivates others through a positive attitude.
- Able to maintain up to date site records neatly and accurately.

- Working knowledge of QA and HSEQ procedures and records
- Adheres to company administrative procedures.

4. HSEQ

Ensuring we promote safety and how we do it is key to ensuring FDC's reputation is continually maintained and enhanced across our key marketplaces.

- Establish a site-specific Work Health Safety plan for each site.
- Ensure all relevant personnel receive appropriate HSEQ training in a timely manner.
- Audit sites on a Monthly basis with the relevant Site Manager or Foreman
- Follow up internal or external audits to ensure corrective action if required has been taken and signed off correctly.
- Pass on changes in Industry legislation / Safety alerts.
- Ensure subcontractors have proof of required insurances prior to commencement onsite.
- Work cooperatively with all team members to ensure best outcomes are achieved.
- Maintain effective communications and good working relationship with the Project Team.
- Ensure problems and potential problems are communicated promptly to team members.
- Mentor Contract Administrators and Cadets as required.
- Supervise work project administration team to achieve best business outcomes.
- Apply performance management techniques to ensure individual performance is noted and commented on.
- Identify and develop understudies/internal replacements for Contracts Management roles.
- Implement site specific Environmental plan prior to project commencement in accordance with local council and FDC requirements.
- Ensure site team compliance of environmental plan.

5. Team Working

- Work cooperatively with all team members to ensure best outcomes are achieved.
- Maintain effective communications and good working relationship with the Project Team.
- Ensure problems and potential problems are communicated promptly to team members.
- Supervise work project administration team to achieve best business outcomes.
- Apply performance management techniques to ensure individual performance is noted and commented on.
- Identify and develop understudies/internal replacements for Project Management roles.

6. Corporate Image & Presentation

- Uphold the FDC image by conducting all business- and business-related activities in an ethical and professional manner.

- Contribute to the development of a productive workplace culture by working cooperatively with colleagues and supporting efforts to develop improved work methods, communications, and productivity.
 - Participate in general office meetings to contribute in a positive way to current issues.
 - Apply high standards in all forms of communications and presentations.
 - Demonstrate excellent customer service in dealings with clients.
 - Apply a high level of dress standard appropriate to the position/occasion.
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Required Skills, Knowledge, and Experience

- Tertiary qualification, preferably in Construction Management, Building, Engineering or Trade qualification with further relevant education.
 - Two years' experience in a similar role.
 - Current QBCC Site Supervisor Licence – Builder – Open.
 - Minimum three years' experience as a Contracts Administrator
 - Proficiency with Microsoft Project
 - Proficiency in Microsoft Word and Excel
 - Ability to meet deadlines.
 - Organisation skills
 - Attention to detail.
 - Performance to budget
 - Compliance with deadlines
 - Accuracy of Monthly reports (financial, cash flow forecast and target programmes)
 - Understand the processes of subcontracts.
 - Understand the Security of Payment Act
 - Project Closure – Handover material / defects / retention release.
 - Problem solving ability.
 - Knowledge of relevant HSEQ guidelines.
 - Willingness to be a part of a team.
 - Quality of relationships
 - Performance Management
 - Effort applied to manage or improve relationships.
 - Effectiveness of client management strategy
 - Opportunity for repeat business
 - Maintaining client relationship whilst achieving best financial outcome for FDC
 - Timeframe of project delivery
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Why Join FDC?

- Great passionate 'family' team culture
- Award winning organisation working on a diverse range of projects.

- Excellent remuneration
- National company and exposure
- Company you can be proud of – opportunity to give back to the local community.

Work Environment and Working Hours

This position operates in a corporate professional office environment, within a standard 38-hour week, with the understanding that there will be some deadlines outside these hours that are expected to be met. This position will be measured and managed based on agreed outcomes. Business corporate or business casual attire is required ensuring a professional image is represented to the market.

Authority to Act

This position operates within:

- Policies and procedures, guidelines, and codes of conduct
- The defined limits of delegated authority
- FDC values

Accepted and Approved

Employee	
Name:	
Signature:	
Date:	
Director	
Name:	
Signature:	
Date:	