

JOB DESCRIPTION

Job title: PROJECT MANAGER

Are you interested in working for a company that has progressed from a small, family-run business to a £27m turnover company, trusted by some of the country's most well-known brands?

We're looking for motivated and experienced Project Manager who will be working on electrical projects on behalf of the Company and will involve projects ranging from 11kv through to 132kV.

The position is based at our new offices in Elland however you will be expected to attend site when required and to attend meetings with clients, DNO representatives etc. as and when the need arises.

If you're interested please send your CV as soon as possible to ana@smithbrothersltd.co.uk

Main duties: -

- Look after the "whole lifecycle" of a project from senior project manager handover, to delivery of an energised scheme and completion of all associated project contractual requirements i.e. operation and maintenance manuals.
- Contract negotiation with the client under the supervision of senior project managers.
- Assist the senior project manager in the project critical path analysis and project risk assessment.
- Successfully manage issues and risks highlighted in the critical path analysis and project risk assessment towards meeting business/contract objectives.
- Financially manage each project you are responsible for, including the issuing of purchase orders and the timely invoicing of the project client in accordance with the project contractual obligations and ensuring the project is maintained in a cash flow positive state for the duration of the project where possible and issuing a financial report for all projects to senior project managers and directors.
- Managing the design process of the project (in accordance with the SBC design process system of work) including controlling designs issued by subcontract designers, management of the drawing register and the "drawings folder", ensuring the relevant persons/sub-contractors have access to or are issued the latest revisions of drawings and submitting designs for approval by the DNO and ensuring designs are approved in line with client contractual dates.
- Create, maintain and update a Programme of Works in accordance with the customers "master programme of works" and also the contract programme of works as the project develops.
- Award sub – contracts (under supervision of Senior Project Managers)
- Allocate company resources, labour and plant in a timely manner for the projects, and where required (under supervision of senior project managers) resource sub contract labour and plant hire.
- Collaborate with project management team to standardise project management processes.

- Meeting customer expectations, and ensuring projects are carried out in a competent and safe manner in accordance with relevant health and safety legislation and company policy.
- Lead and assist the project team including managing a site manager where required to ensure the projects are carried out on-time and on-budget and are correctly installed tested and commissioned in accordance with relevant company DNO and customer policy.
- Compile as built drawings and O and M manuals in line with customer, DNO and SBC policy
- Manage the quality of project execution.
- Attend project meetings with clients, DNO representatives, councils etc.
- Organise internal and external project meetings.
- Provide standardized documentation as specified by customer and SBC company policy.

In return Smith Brothers Contracting Ltd provides a permanent contract and a rewarding career, plus, a forty-hour standard working week, constant training, pension contributions, 22 days holiday plus Bank Holidays, Life Insurance, a safe working environment (OHAS 18001 and BS EN ISO 14001:2004 accredited) and a fully expensed vehicle.

Smith Brothers Contracting Ltd is committed to providing equal opportunities for all.