**KRA OF PROJECT MANAGEMENT DEPARTMENT**

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**Construction Project Manager:**

* Construction project managers control the time.
* Cost and quality of construction projects.
* They plan and coordinate all aspects of the construction process, including hiring contractors and working with engineers, architects and vendors.
* A single manager might oversee an entire construction project, or multiple managers might oversee specific aspects of a larger project.
* Managers can be self-employed or be employees of construction management companies, developers or property owners.
* Managers might begin their jobs by determining the scheduling of different phases of a project based on established deadlines.
* They often negotiate contracts with architects, vendors, contractors and other workers.
* The securing of building permits and licenses and delivery of materials and equipment to construction sites also might be issues that must be addressed initially.
* As a project continues, construction managers typically confer with supervisors or other managers to monitor construction progress, including worker productivity and compliance with building and safety codes.
* Managers must resolve problems that arise due to inclement weather, emergencies or other issues that may cause delays.

# Architect:

* An architect must think about a building’s style, safety and sustainability to ensure it meets the needs of its occupants as well as the requirements of state or central regulators.
* Architects work closely with CSCPL PMT manager before drafting plans, they meet with CSCPL PMT manager several times to learn CSCPL objectives, budget and any specific requirements for our project.
* Architects also work with other related professionals, such as engineers, urban planners, landscape architects, construction representatives and interior designers.
* Architects required to provide predesign figures such as an environmental impact or feasibility study, cost analysis and land-use study. Final construction plans are created by architects and used by builders as a step-by-step guide on how the look and details of the building will play out, including plumbing, communication and heating, electrical, ventilation and structural systems.
* Architects must follow building codes, fire regulations, laws and city ordinances when creating their plans.

**Junior Engineer**

* Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
* Plan and design transportation or hydraulic systems and structures, following construction and government standards, using design software and drawing tools.
* Compute load and grade requirements, water flow rates, and material stress factors to determine design specifications.
* Inspect project sites to monitor progress and ensure conformance to design specifications and safety or sanitation standards.
* Direct construction, operations, and maintenance activities at project site.
* Direct or participate in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
* Estimate quantities and cost of materials, equipment, or labour to determine project feasibility.
* Prepare or present public reports, such as bid proposals, deeds, environmental impact statements, and property and right-of-way descriptions.
* Test soils and materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.
* Provide technical advice regarding design, construction, or program modifications and structural repairs to managerial personnel.

# Foreman

* They are responsible for budget, personnel, quality and customer service aspects.
* Construction foreman may work on small projects in which they would need to employ only a few people or massive projects that might require thousands.
* Management responsibilities involve directing personnel to do their jobs in order to complete the project and may include training or discipline requirements.
* Administrative responsibilities often involve planning and coordinating a job, ordering materials and managing manpower to ensure the job is completed on time and within budget.
* For construction foremen who are responsible directly to contractors, customer service duties may include everything from selling a project to being personally responsible for its delivery. In other cases, foremen may have to give progress reports.

**Construction Supervisor**

* Accomplishes construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
* Manages sub-contractors by locating, evaluating, and selecting sub-contractors; monitoring and controlling performance.
* Meets operational standards by contributing construction information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying construction management system improvements.
* Meets construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information.
* Accomplishes construction project results by defining project purpose and scope; calculating resources required; establishing standards and protocols; allocating resources; scheduling and coordinating staff and sub-contractors; evaluating milestone assumptions and conclusions; resolving design problems; evaluating and implementing change orders.
* Approves construction projects by conducting inspections at critical phases; obtaining approvals from buyers.
* Prevents fines and interruptions by complying with, and enforcing, codes.
* Maintains safe, secure, and healthy work environment by following and enforcing standards and procedures; complying with legal regulations.
* Updates job knowledge by tracking and understanding emerging construction practices and standards; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Work is subject to completion based on quality inspections done by Construction supervisor at each stage of construction.

**Purchase officer:**

• Maintain and implement construction proforma / budget for each project

• Negotiate pricing contracts with subcontractors and suppliers

• Create scopes of work

• Issue purchase orders for procurement and expedition of materials and equipment for jobs

• Meet subcontractors and suppliers on-site as necessary

• Ensure compliance to project budgets and provide analysis of deviations

• Ensure accurate takeoffs to ensure budgets are accurate

• Research new materials for design and cost savings

• Maintain subcontractor and supplier insurance policies

• Develop and implement new purchasing strategies to deliver ongoing cost reductions and process simplification

• Maintain relationships with subcontractors and suppliers

• Establish new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work

• Assist in ensuring awareness and company compliance to all building codes and local construction guidelines

• Assist in maintaining company quality control program

• Leverage technology, safety measures, and information sharing to increase productivity and profitability

• Assist in settling invoice or contract disputes

• Handle change order requests

• Forecast upcoming demand

• Maintain sub/supplier information on company online management systems

• Manage materials/equipment inventory