



udecott

Urban Development Corporation of
Trinidad and Tobago Limited

CAREER OPPORTUNITIES

UDeCOTT's Tobago Office

UDeCOTT is seeking to recruit experienced and qualified persons to fill the following vacant positions in the Tobago Office, on Contract.

- **Project Managers**
- **Clerk of Works**
- **Administrative Assistants**
- **Quantity Surveying Technician**

The requisite job descriptions may be viewed on UDeCOTT's Official Website: udecott.com

Applications should be addressed to:

**Senior Manager, Human Resources
UDeCOTT
c/o UDeCOTT Tobago Office
Ground Floor Ashora Court
Milford Road
Scarborough**

Applications together with Copies of Academic Certificates must be submitted either hard copy at the above address or via email to career@udecott.com No later than **4:00 pm Thursday 18th April, 2019**.

Preference will be given to persons residing in Tobago and those who are willing to relocate.

JOB DESCRIPTION

JOB TITLE	Project Manager I
DEPARTMENT	Construction
UNIT	Development
REPORTING TO:	Senior Project Manager/Project Manager II
PAY GRADE	

Summary:

The Project Manager I is responsible for overseeing assigned project(s) from an engineering perspective, providing support to ensure that quality, and health and safety standards are maintained ensuring projects are completed by scheduled completion dates and within budget.

The incumbent is required to assist in preparing business cases to justify expenditure on projects and plans and schedules, taking into account investment costs, recurring costs and benefits that will accrue.

Education, Knowledge and Experience

- B.Sc. in Civil, Mechanical or Electrical Engineering
- PMP Certification will be an asset
- Must hold a valid registration as a licensed Engineer
- Formal training in OSH

- Sound knowledge of laws and regulations governing large construction projects
- Sound knowledge of Building Codes
- Working knowledge of the Companies' Act and other relevant legislation, including OSH requirements
- Working knowledge of State Financial Regulations
- Sound knowledge of project management methodologies, techniques and concepts.
- Proficiency in the use of Microsoft Office Tools. Microsoft Office Projects and any other software relevant to job function

- Minimum of five (5) years' post qualification experience managing construction/commercial projects

OR

Equivalent combination of Qualification, Training and Experience

Key Duties and Responsibilities

Project Management

- Attends and participates in pre-construction meetings with clients, Contractors and Consultants as required
- Evaluates, documents and clearly communicates the Client's specific goals and expectations with recommendations as necessary
- Continuously interfaces with key internal and external stakeholders to keep abreast of the latest developments relevant to assigned projects
- Assists with ensuring that the RFPs for each project are clearly documented and communicated in preparation for the Tendering Process
- Drafts the Project Management Plan inclusive of key milestones for consideration and approval by Superior
- Takes action to secure relevant pre-construction approvals, permits and licenses where necessary
- Takes action to obtain engineering designs, valuation certificates and site inspection reports as required
- Monitors and takes notes of all variances or issues impacting on project realization; flags and takes action to resolve within the approved parameters of responsibility
- Conducts follow-up and provides feedback to superiors on all matters relative to assigned projects
- Makes adjustments to Project Management Plan to capture any changes also ensuring that appropriate supporting data are appended
- Takes action as outlined in process flow to ensure that all projects are completed on target and within budget, as far as possible

Health & Safety

- Facilitates routine HSE inspections/audits as well as monitoring for compliance with health and safety regulations, building codes and other regulations relevant to the Industry
- Liaises with the HSE Department to ensure that Health and Safety issues are reported and are adequately actioned by the appropriate contractors etc.
- Ensures that accurate Notes are logged in a timely manner relevant to any reported HSE issue(s) inclusive of proposed timelines and any recommended remedial action(s)
- Provides timely feedback to superiors on status of any remedial action to be taken relevant to HSE issue(s)

Cost & Budget Management

- Conducts research to ensure that all works and materials are properly assessed against current market trends
- Assesses, signs off and approves Payment Certificates from Contractors and Consultants in accordance with limits of authority
- Prepares Board Notes to be submitted to the Board of Directors

Preparation of Reports

- Prepares reports / presentations for assigned projects utilizing the approved formats and software as directed

Records Management

- Ensures that all documents relevant to the assigned project(s) are filed and/or maintained in accordance with the Corporation's Record Management Policy and Procedures
- Liaises with Administrative Support staff in the Construction Department as necessary to ensure that all documents are accurately recorded and filed away for future retrieval

- Performs any other duties relative to the job function as may be assigned

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Operates within Scope and limits of authority

Key Behavioral Competencies

Customer Focus: Has a strong understanding of the ‘gold’ standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team’s success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.

Key Performance Indicators

- Projects are completed on target and within budget
- Positive feedback from Internal and External Customers
- Implemented procedures in respect of all work processes

SIGNATURES:	
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EMPLOYEE	SNR. MANAGER HUMAN RESOURCE
.....
DATE	DATE