

JOB DESCRIPTION

JOB TITLE: Project Lead

JOB PURPOSE:

The incumbent is required to manage the operations of the construction sites/projects to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

WORKING RELATIONSHIPS:

- Reports to the Head of Construction.
- Works closely with internal and external stakeholders.

MAJOR DUTIES & RESPONSIBILITIES:

- **Strategic & Transformational Role:**
 - Prepares documents for the award of contracts. (technical information, scope documentation to support Procurement and Contract Management with tenders, common variations and awards).
 - Conducts site visits and confers with project team members and other stakeholders to ensure work is done in accordance with:
 - Project Management, Constructions Management and Contract Management best practices.
- **Operations Oversight Role:**
 - Reviews tenders submission and makes recommendations.
 - Schedule, drawings, and required standards, codes and specifications.
 - Evaluates works performed by contractors and makes recommendation for payments.
 - Supervises the work activities for relevant employees performing related work on projects.
 - Prepares and submits reports in accordance with project schedule and the Company's requirements.
 - Develops and manages department's/unit's budget in accordance with strategic and operational plans of the Company.
 - Performs any other related duties and responsibilities consistent with the job title/position.

- **Leadership/Relationship Role:**
 - Manages the Performance Management Systems and Annual Vacation for direct reports.
 - Provides coaching and mentoring to relevant employees of the department.
 - Develops and maintains effective working relationships with relevant stakeholders.

- **Corporate Service Responsibility/Public Trust/Compliance/Risk:**
 - Assesses the impact of proposed/existing company legislations, regulatory policies, laws and regulations pertinent to the organization making recommendation for amendments.
 - Promotes and supports company policies, procedures, mission, values, and standards of ethics and integrity.
 - Identifies operational and reputational risks and develop/implement mitigation measures to address issues identified.

REPORTING REQUIREMENTS:

- Monthly Report.
- Achievement Report.
- Project Briefs and any other report required for the assigned Project.
- Performance Appraisals on Reporting Employees.
- Attendance and Punctuality.
- Succession Planning.
- Training.
- Departmental Key Performance Indicators (KPIs) with achievable objectives with established timelines.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Project Management; Civil Engineering; Constructions Management; or related Engineering discipline;
- Seven (7) years in a similar position with at least five (5) years with supervisory experience in a similar position; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of project management, construction management, building standards, specifications and codes governing housing and infrastructure projects.
- Working knowledge of OSH principles and practices relevant to the housing and infrastructure projects.
- Excellent knowledge of construction management, building standards, specifications and codes.



- Knowledge of project management principles, practices, techniques and procedures.
- Knowledge of the government rules, regulations and procedures pertinent to programme/project management.
- Skill in the use of project management software.
- Skill in project planning and implementation.
- Ability to use the internet to conduct research into programme/project related issues.
- Ability to establish and maintain effective working relationships with stakeholders and the public.
- Excellent analytical and reasoning skills.
- Attention to detail and problem solving skills.
- Strong organizational and planning skills.
- Excellent time management skills and ability to multi-task and prioritize work.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

