

JOB DESCRIPTION

JOB TITLE: Senior Project Lead

JOB PURPOSE:

The incumbent is required to monitor and manage the operations of construction sites and housing developments under 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:**
 - Strategically plans, coordinates, manages and directs the work activities in the execution of projects at assigned regions within an agreed time and ensuring no cost over-runs.
 - Develops and maintains effective working relationships with relevant stakeholders.
 - Develops and implements preventative maintenance programmes for the assigned projects.
- **Operations Oversight Role:**
 - Prepares and reviews pre-tender documents for award of contracts.
 - Reviews and controls costs and resource allocation of projects as required per contractual agreement.
 - Evaluates works performed by contractors and makes recommendation for payments.
 - Conducts constructability sessions.
 - Performs on-site management, supervises and co-ordinates the work activities of relevant employees of the department.
 - 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 Project Development and Construction 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.
- Vacation Leave Roster.
- Performance Appraisals on Reporting Employees.
- Attendance and Punctuality.
- Succession Planning.
- Training.
- Policy and Procedure Reviews and Recommendations.
- Unpaid Employee Obligations.
- Employee Allowances Report.
- 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;
- Ten (10) years in the field of Engineering, Quantity Surveying, Construction or Project Management with at least five (5) years supervisory experience; or
- Equivalent combination of training and experience.

KNOWLEDGE AND SKILLS:

- Excellent knowledge of 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.
- Ability to convey concepts and solutions to a multi-disciplinary team, stakeholders and higher authorities via oral presentations, written reports, maps and drawings.
- Excellent project management and organizational skills.
- Excellent analytical and reasoning skills.
- Strong negotiation and problem solving skills
- Ability to establish and maintain effective working relationships with all stakeholders.
- Ability to think strategically, critically, plan ahead and make timely decisions.
- Ability to supervise and manage a team.
- Ability to work independently and with multi-disciplined and cross functional teams.
- Ability to manage conflicting priorities and handle pressure.
- Ability to work in a diverse, dynamic environment.
- Ability to multitask and complete numerous tasks within deadlines.
- Ability to establish and maintain effective working relationships.
- Ability to demonstrate leadership qualities.



- Ability to maintain confidentiality.
- Ability to analyse and interpret data and prepare comprehensive reports.
- Excellent understanding of project management principles and applications.
- Effective problem-solving, time management, planning and organizational skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint and Projects).

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.

