

Function

Project Manager

Overview

To provide the trade skills, knowledge, experience and competency to effectively manage Urban Homes projects. This means monitoring budgets, schedules, compliance and most importantly the level of craftsmanship and finish that goes into every home you are involved with.

Key Responsibilities

- To actively contribute to the Urban Homes Construction team.
- Manage Urban builds from the time they start on site to completion using our BuilderTrend project management system.
- Health and Safety Management. H&S officer for every project you manage – responsible for your own safety and the safety of anyone on your sites. Ensure sure subtrades and suppliers know and follow Urban H&S policies and processes.
- Maintaining the highest level of quality possible.
- Scheduling of all sites, builders and sub-contractors. BuilderTrend to be kept up to date and accurate at all times.
- Client liaison. Kept up to date at all times. To deliver WOW through service is to deliver amazing communication.
- Managing technical matters and problem solving on-site.
- Sub-contractor relationship management. Ensure jobs are organized and subbies/suppliers are kept well informed.
- Variation Management.
- Compliance managed throughout the build. This includes all engineering and council inspections and documentation.
- Code of compliance management.
- Showing professionalism whenever representing Urban Homes (on or off site, during or outside of normal work hours). Adhere to company policies/procedures at all times.
- UQS on-site checklist inspections and documentation.
- Maintain and respect all company/client property, equipment and plant.

Person Specification

- Organised and reliable.
- Trade qualified.
- Leadership skills – relationship building, conflict management, high EQ.
- Attention to detail – quality assurance.
- IT skills for scheduling and systems.



Humble

- You'll treat our customers' projects as if they were your own
- You'll show respect for customers and staff, and their individual journeys
- Your reputation and results will speak for itself
- You'll bring a positive, friendly attitude to the team, and contribute to our supportive, hardworking environment

Hungry

- You'll be focused, driven and a high achiever, with impeccably high standards
- You're always on a path of improvement – looking for ways to do things better or get better results
- You'll have an appetite for pushing the boundaries

Smart

- You'll have an uncluttered, simple approach to managing and delivering projects
- Your EQ will be on par with your IQ. You'll be a natural at building great relationships with customers, staff and subcontractors