

# Job Description

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Page No.:  
01

Revision No.:  
01

Dept/Unit:  
Human Resources



## Project Construction Manager

**Reporting to:** Head of Operations/Technical & Operations Director  
**Department:** Project Management  
**Division:** Operations  
**Project/Location:** Project Site  
**Rank:** Managerial

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### MAJOR RESPONSIBILITIES

1. Lead and direct construction teams to ensure:
  - a. deliverables are made on time, within the budget, and within scope.
  - b. construction is done within standards using proper construction techniques.
2. Identify, evaluate, and manage all tasks from bidding to project undertaking, implementation, and up to the final completion of the project.
3. Plan ahead to anticipate risks, prevent problems and resolve any emerging ones.
4. Initiate regular site activity investigations and assessments and provide necessary recommendations to address any issues.
5. Prepare cost analysis and budgets for a project with projected forecasts.
6. Evaluate and assess bids and project costs in the light of independent estimates and available data.
7. Analyze, evaluate, and initiate potential cost conservation measures while executing a project.
8. Negotiate terms of agreements, draft contracts and obtain permits and licenses.
9. Review, analyze and approve expenditures for ongoing projects on a timely and periodic basis.
10. Prepare vendor documents for multiple tasks and projects.
11. Evaluate and assess equipment and recommend designs for the project team integrating safety measures.
12. Design, develop and initiate site-specific safety plan including an accident-free safe work environment.
13. Prepare detailed, accurate timely project reports including work schedules, implementations, deviations, change in subcontractors, customer issues and other related problems.
14. Update and document all project schedules, including the implementation phases of a project and the management aspects.
15. Initiate and implement best practices, procedures, and standards in compliance with Company policies (ISO 9001, ISO 45001, etc.).

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Document Code:  
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Page No.:  
02

Revision No.:  
01

Dept/Unit:  
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## KEY PERFORMANCE INDICATORS

- 1. Ability to adhere to project timelines and deliver projects on time. It assesses whether you can effectively plan, coordinate, and manage construction activities to meet established deadlines.**
- 2. Ability to manage project budgets and control costs. It measures your performance in controlling expenses, minimizing cost overruns, and delivering projects within budget.**
- 3. Effectiveness in ensuring the quality of construction work. It assesses your ability to implement and maintain quality control processes, meet quality standards and specifications, and deliver projects of high quality.**
- 4. Commitment to maintaining a safe working environment. It assesses your ability to implement and enforce safety protocols, prevent accidents and injuries, and maintain a high level of safety compliance on construction sites.**
- 5. Ability to manage relationships with project stakeholders, including clients, contractors, and team members. It measures satisfaction levels through feedback, surveys, or other means to gauge how well you meet stakeholder expectations and maintain positive relationships.**
- 6. Ability to effectively communicate project goals, plans, and progress with team members, stakeholders, and other relevant parties. It also assesses your ability to foster collaboration among project teams and stakeholders.**
- 7. Ability to handle change orders efficiently. It measures your effectiveness in managing changes to project scope, evaluating their impact on schedule and budget, and minimizing the negative effects of change orders on project performance.**
- 8. Ability to lead and manage your project team. It measures team productivity, performance, and morale. It also evaluates your effectiveness in resolving conflicts, motivating team members, and fostering a positive work environment.**
- 9. Ability to manage client relationships and satisfaction. It measures your responsiveness to client needs, your ability to address their concerns, and your overall client satisfaction levels.**
- 10. Performance during internal and external audits, including compliance with procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.**

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Page No.:  
03

Revision No.:  
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Dept/Unit:  
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## QUALIFICATION AND COMPETENCY REQUIREMENTS

### MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in civil engineering/mechanical engineering/electrical engineering/architecture or any related courses.
2. Preferably holding an active PRC license.
3. Must have at least 8 years of relevant work experience with at least 2 years of leadership role.
4. Preferably certified Project Management Professional (PMP).

### KNOWLEDGE

1. Strong understanding of construction methodologies, processes, and techniques. This includes knowledge of various construction systems, materials, and technologies.
2. Familiarity with local building codes, regulations, and industry standards is essential for ensuring compliance and adherence to legal requirements throughout the construction project.
3. A solid knowledge of project management principles is necessary for effectively planning, organizing, and executing construction projects. This includes understanding project phases, scheduling, budgeting, risk management, and quality control.
4. Knowledge of contract administration and management is important for handling contractual agreements, change orders, and ensuring that all parties involved in the project adhere to the terms and conditions.

### SKILLS

1. Strong leadership skills to effectively lead and motivate teams. They should be able to delegate tasks, provide clear instructions, and resolve conflicts that may arise within the construction team.
2. Excellent communication skills, both written and verbal, are crucial for effective communication with stakeholders, team members, clients, and subcontractors. Skilled in collaboration, fostering teamwork and maintaining positive relationships with all involved parties.
3. Strong problem-solving skills to identify issues, evaluate alternatives, and make informed decisions promptly to keep the project on track.
4. A strong financial acumen is necessary to manage project budgets, estimate costs, track expenses, and implement cost-control measures throughout the project lifecycle.

### ATTRIBUTES

1. Excellent organizational skills to manage multiple tasks, prioritize activities, and ensure that project milestones and deadlines are met.
2. Meticulous attention to detail to ensure that all aspects of the project, including specifications, quality standards, and safety protocols, are properly addressed and implemented.
3. Effective time management is crucial for meeting project deadlines and maintaining project schedules.
4. Adaptable and resilient to effectively respond to unexpected challenges, adjust plans accordingly, and keep the project moving forward.