

PROJECT DIRECTORS TERMS OF REFERENCES.

- Prepare the Project Plans, schedules and specifications and comment on the building.
- Design, scheduling, possible cost savings measures and potential construction problems.
- Assist estimator in preparation of project budget .
- Prepare the general conditions budget.
- Assist in assembling the jobs site office and equipment requirements. Have confidence in own ability to intelligently communicate with design team/client as well as effectively lead the trades.
- Expedite all shop drawing and approvals.
- Monitor and maintain the project construction schedule on a weekly basis. Raise and discuss relevant issues at the job site meetings, Prepare and issue minutes of all site meeting. Inform the Consultant/ Client of any errors discrepancies or omissions contained within the consultants design and drawings.
- Monitor site safety and ensure that the requirement of the occupational Health and Safety standards are enforced.
- Ensure Completion of and track all independent testing and inspections as required by Government /authorities and to ensure all required civic bodies inspections are performed.
- Issue Monthly progress draws and invoicing to Consultant and Client including Final holdback.
- Maintain and enforce good construction standards and quality control.
- Maintain Control and responsibility for the security and operation of the Commission directly owned equipment on the job site in conjunction with site staff.
- Control and monitor labour, material and equipment expenses.
- Prepare monthly cost forecasting summaries,
- Ensure that as-built drawings are prepared on an ongoing basis by all trades during the construction period and issue final close- outs to consultant/ Client accordingly.
- Prepare and expedite project deficient lists.
- To prepare and to verify the measurement book for the whole project