

JOB DESCRIPTION

POST TITLE:	Project Agent
DIVISION/UNIT:	Construction
GRADE:	10
RESPONSIBLE TO:	Senior Project Agent/Project Manager
RESPONSIBLE FOR:	Assistant Project Agents Forepersons Chargehand Roadworkers

Job Purpose

To manage a number of small or medium contracts, or assist Senior Project Agent with larger contracts, within an area responsibility as delegated by the Works Manager.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide direction and management of the construction team in your area through the formal application of employment policies.
5. Deputise for the Senior Project Agent/Project Manager as required to ensure an acceptable level of service is provided at all times.
6. Contribute to setting the construction budget and thereafter be responsible for monitoring and controlling the budget and for achieving all financial and other targets for your designated area.
7. Plan and prepare works programme safety files, including development of safety plans for all contracts allocated.
8. Plan, organise and co-ordinate plant, material and labour resources.
9. Oversee and monitor construction work to ensure maximum utilisation of labour, plant and materials.
10. Ensure that work progresses as planned and that there is compliance with specification, quality assurance and adherence to statutory requirements.

11. Ensure timeous completion of all works measurements. Prepare interim/final measurements as required.
12. Attend meetings and participate in working groups, as required, to provide technical advice for work pending or in progress (eg, setting out, quality control, etc).
13. Ensure that the administrative procedures are carried out in relation to delegated contracts, eg, maintain appropriate site records, including issue of requests for additional works items and site letters as required.
14. Assist with data for resource costing and monitor closely against income.
15. Maintain close communications with client representatives and Senior Project Agent regarding day-to-day issues where a conflict of interests may apply (eg, claims, quality of work, meeting specifications etc).
16. Be aware of full claims procedure within the conditions of the contracts and prepare documentation for submission, as required.
17. Liaise, as required, with Clients, Public Utilities, Police, Public, etc.
18. Undertake any winter maintenance activities delegated by the Senior Project Agent/Project Manager.
19. Participate in the organising of emergency work and standby arrangements.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
3	2	2	4	4	3	1	4	4	3	4	4	4