

Job Description

Project Leader

REPORTS TO: Operations Manager

SUMMARY OF POSITION

The Project Leader is the front runner of the project. He/she is responsible for liaising with the team members in generating and developing a good project plan as well as ensuring that a project runs smoothly, as well as ensuring that all the administration with regards to projects are completed and submitted.

ROLES AND RESPONSIBILITIES

Team Supervision

- Lead, direct and support to teams on site. Ensure that teams are provided with clear instructions for what needs to be done, so that team are utilised effectively to ensure productivity and successful project completion within the relevant timeframe.
- Provide continuous and effective technical and supervisory support to teams on site.
- Continuously train and upskill operational staff, teaching them technical skills and installation standards.
- Ensure that team leaders submit required documentation (timesheets and H&S documentation) timeously.
- Ensure that team leaders effectively manage the stock issue and return process.
- Ensure that teams take all necessary steps to safeguard company property.

Project Planning

- Once a project plan is received, critically review the project plan to determine the work schedule according to the project timelines and determine the feasibility of the project plan. Provide immediate feedback to management and the client if the project plan is not feasible, to ensure that the project plan is amended and necessary action is taken.
- Stock management: At the start of a project, compile a schedule with regards to the purchasing of stock / materials to provide to stores. Where possible, all stock and materials must not be purchased upfront, but should be purchased as and when required, to limit the negative influence that large stock purchases has on the business cashflow.
- At the start of a project, as well as continuously throughout the project, identify any potential problems and challenges and ensure solutions are found to address these challenges, before unnecessary delays are experienced.
- Accurately determine the scope of work, timelines, materials and tools required, based on the quote provided to the client, to complete the project within predetermined timelines. Plan installation accordingly, prior to commencing with the installation.
- Project Budget is kept updated regarding actual spend on material and labour hours.

Project / Site Management

- Project meetings are attended and appropriate feedback is provided to Clients and Management.
- Provide regular feedback (once or twice a week) to clients and management via email, discussing the following:
 - o Project progress
 - o Challenges
 - o Adherence to project timelines
 - o Delays experienced, why there are delays and what has been done to address the delays
 - o Any other relevant information
- Ensure installations are completed on time. Ensure work is completed in accordance with the project plan, job schedule and planned timelines. Actively monitors critical areas to ensure that the expected time of project completion is met.
- External contractors are managed to ensure that Client's requirements are met in terms of deadlines and quality.
- Standing time is correctly captured and documented with Daily Diaries. Daily Diaries are signed off within 1/2 days, to ensure that the client is aware of any delays on site.
- Work outside of original scoped definition (scope creep) is communicated to the Client and quoted accordingly.
- Identify challenges with employees on site and report it to management, to ensure that staff incompetence does not delay project completion.

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Administration and Communication

- Complete all necessary quality checks during and after project completion, ensuring that the installation adheres to client and Interconnect Systems standards.
- Ensure project / job handover documentation is completed and provided to client and that any final concerns or changes are completed. Documentation includes, but is not limited to:
 - o Site plans and drawings
 - o Test results
 - o Certification documents
- Ensure job sign off is received from the client.

Health, Safety, Quality and Environmental Responsibilities

- Report any deviations that could lead to an accident
- Participate in Safety Training to improve safety standards
- Report incidents and accidents before the end of a shift
- Adhere to the Company's Health and Safety policy and procedure
- Look after your own safety and that of other employees
- Ensure that the SHEQ Management System requirements are met towards customer, internal, ISO, regulatory / legal requirements.
- Manage and perform all internal processes, especially those that affect the quality of the Organization's products.
- Work with Customers, Colleagues and Contractors towards continual improvement of the Management system and report the need for improvement to Management.
- Keep up standards and regulations with respect to Products and Services

Any other reasonable duties and responsibilities in line with your capabilities and at the request of your Superior

JOB REQUIREMENTS

- Minimum of Grade 12 or equivalent
- Minimum of 3 years' experience as a Senior Team Leader
- Must have mastered all the skills required as a Senior Team Leader
- Must be able to use the test equipment and interpret results
- Must have knowledge of Project Planning
- Must be able to conduct a Critical Path Analysis
- Must have perfect colour vision as plans, wires and cables are colour coded
- Must have good verbal and written communication skills
- Must be able to use both hands as well as have full range of motion in your hands and fingers
- Must have a valid driver's licence and own vehicle
- Must be available to travel and work overtime as and when required

BEHAVIOURAL REQUIREMENTS

- Must have supervisory, leadership and conflict management skills
- Must be able to motivate and bring out the best in the employees within the team
- Must have excellent organisational, planning, multitasking and administrative skills
- Must be able to follow instructions
- Must have exceptional attention to detail, be results, detail and goal orientated
- Must be logical, methodical and proficient
- Must be able to prioritise jobs, perform under pressure and meet deadlines
- Must be able to manage time efficiently and effectively
- Must consistently maintain a high level of integrity, be honest and reliable
- Must be willing to take on new responsibilities and challenges
- Must have excellent Customer service skills
- Must be dressed professionally at all times
- Must conduct him/herself in the appropriate manner and show respect to the Company, Clients, Suppliers, Contractors and fellow employees
- Must have excellent interpersonal and communication skills

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I hereby understand and accept the duties and responsibilities as laid out in the job description and confirm I can perform the functions detailed above.

Full Name and Surname : _____

ID Number : _____

Date : _____

Signature : _____