

5.3.3 Job Descriptions

Managing Director

As of 2023

Reporting to: Board of Directors

Roles & Responsibilities

Supervision:

- Supervision of the General Manager, Systems Manager, Project Managers, Estimator/s
- Supervision via Construction / Project Managers of Site Supervisor
- Supervision of Financial Controller

General:

- Defining WHS Policies, objectives and procedures
- Defining responsibilities of personnel responsible and qualified for WHS matters.
- Identification of system verification requirements and allocation of human, technical and financial resources adequate to meet those needs.
- Managing compliance with WHS Legislation, Regulations, Standards and Codes.
- Provide the Board of Directors a review of the organisational Work Health and Safety performance on a regular basis.
- Establish and implement consultation arrangements with employees, workplace safety committees and other representatives on WHS matters.
- Development of Procedures & Systems as required
- The identification of hazards, assessment and risk control process has been developed for the organisation.
- Demonstrate commitment to the injury management & return to work process & continuous improvement
- Ensure that a suitably qualified and experienced person is designated to carry out duties of an Injury management co-ordinator, it has been nominated that this will form part of the company's Systems Manager Role.
- Provide information and/or training to employees regarding the workplace injury management program, principles and procedures, to encourage employee's support.
- Attendance, review and participation in Management Review Meetings
- Ensure compliance with relevant Australian Standards, Legislation & Codes of Practices
- Promoting awareness of WHS, QA, Environment, Industrial Relations issues
- Ensure a safe and health work environment is maintained for all staff, subcontractors, clients and/or visitors
- Dispute resolution with contractors and staff and/or staff and staff.
- Overall approval of all invoices and payments
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service
- Conducting interviews for new Management staff, Site Supervisor and Supervisors.
- Identification and allocation of resources required
- Ensure staff receive appropriate training and education
- Ensure overall continual improvement of works

Proline Building Commercial Pty Ltd
Safety Management System

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times

Proline Building Commercial Pty Ltd
Safety Management System

General Manager

As of 2023

Reporting to: Scott Beynon, Managing Director

Roles & Responsibilities

Tendering:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.

Project Manager:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Issue contracts to subcontractors, request for work method statements, insurances etc
- Planning and initially starting the works of projects assigned.
- Creation of a Critical Path programme and amending during the project as required.
- Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific work, assessment of subcontractors' abilities to comply with WHS requirements, review of subcontractors SWMS.
- Estimate and Order of materials.
- Approving weekly timesheets for all Proline site staff.
- Approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Invoicing of projects on a monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors
- Liasing with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending all site meetings held.
- Develop and issue Inspection & Test Forms and Safe Work Method Statements
- Carry out inspections and tests
- Raise non conformances and instigate corrective actions
- Verify the implementation of solutions
- Control further work until deficiency or problem is corrected
- Authorise handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.
 - Clients.
 - Site staff
 - General public.

Proline Building Commercial Pty Ltd
Safety Management System

- Ensuring all works carried out on-site are being undertaken in accordance with Proline's WH&S Policy.
- Complying with Proline's full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Ensure compliance with legislative requirements for all work activities under their responsibility
- Review the WHS Management System & Procedures annually
- Ensure notification of serious WHS risks during construction have been made available to the designer for review
- To encourage reporting of all incidents and mishaps as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events. Review collated accident and injury statistics.
- Ensuring health surveillance and air monitoring is carried out as required and records maintained
- Reviewing and resolving of any issues that may arise in relation to WH&S.
- Dispute resolution with contractors and staff.
- Estimating and presenting costs for all variations as required. Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

GENERAL MANAGER MAIN DUTIES

Supervision:

- Supervision of Construction Manager, Project Managers, Estimator/s, Systems Manager, Contracts Administrators, Building Cadets, other staff as required
- Supervision via Construction / Project Managers of Site Supervisor

TECHNICAL REQUIREMENTS

- Proficient in the Microsoft Office package including Word, Excel, Outlook.
- Proficient in the use of MYOB for Payroll, Accounts Payable and Accounts Receivable.
- Proficient in the use of Buildsoft

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Project Manager

As of 2023

Reporting to: General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Tendering:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.

Project Manager:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Entering new projects into the computer system – informing Quality Manager so update of Job Register can be undertaken.
- Maintain project files – ie filing in accordance with QA Standards
- Issue contracts to subcontractors, request for work method statements, insurances etc
- Planning and initially starting the works of projects assigned.
- Creation of a Critical Path programme and amending during the project as required.
- Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Estimate and Order of materials.
- Organising on a daily basis Proline staff and plant for works on all sites.
- Approving weekly timesheets for all Proline site staff.
- Approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Invoicing of projects on a monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors
- Liasing with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending all site meetings held.
- Develop and issue Inspection & Test Forms
- Carry out inspections and tests
- Raise non conformances and instigate correct actions
- Verify the implementation of solutions
- Control further work until deficiency or problem is corrected
- Authorise handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.
 - Clients.

Proline Building Commercial Pty Ltd
Safety Management System

- Site staff.
- General public.
- Ensuring all works carried out on-site are being undertaken in accordance with Proline's WH&S Policy.
- Complying with Proline's full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Reviewing and resolving of any issues that may arise in relation to WH&S.
- Dispute resolution with contractors and staff.
- Estimating and presenting costs for all variations as required. Ensuring all projects are running and completed on time and under budget in accordance with the programme.
- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Conducting interviews for new site staff.
- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Systems Manager

As of 2023

Reporting to: Scott Beynon, Managing Director

Roles & Responsibilities

DUTIES

General Office:

- Expressions of Interest
- Prepare Expressions of Interest as required.
- Tenders as required & assistance to Senior Estimator
- Filing
- As / if required by staff.
- Autocad drawings as required
- Staff / Client Functions
- All aspects of the organising of these functions e.g. Lunches, Golf Days etc from booking venues, invites and co-ordination on the day etc.
- Travel
- Arrange travel and accommodation as required.
- Archiving as required – maintain archive room and register
- General duties as required

Marketing:

- Company Profile
- Arranging of printing and distribution for the folder and profile.
- Update, re-print and distribute as required
- New Initiatives ie xmas cards, magnets
- Update and maintain company profile
- Update and maintain photo library
- Website Management
- Update and upload as required.
- New Clients
- Direct marketing to possible new clients.
- Existing Clients
- Maintain company relationship with present clients by conducting follow-up calls etc.
- Create and distribute Monthly Proline Newsletter.
- Issue of Project Satisfaction Surveys

WHS:

- Managing overall compliance to Proline's WHS Management System
 - Maintain the company safety manual to comply with WHS Corporate Accreditation
 - Conduct WHS On site/s audits
 - Conduct WHS Project audits

Proline Building Commercial Pty Ltd
Safety Management System

- Conduct WHS Management System audits
 - Staff Induction's
 - Arrange induction's for new employees.
 - Arrange Qantas Inductions for new employees/subcontractors as required
 - Safety Policies and Procedures
 - Monitor that company policies and procedures are being adhered to.
 - Develop WHS Project Safety Plans as required.
 - Develop Work Method Statements as required.
 - Ensure inspection and test plans are implemented.
 - Ensure that safe work practices are maintained.
 - Raise Non Conformances and instigate corrective actions.
 - Investigate accidents/incidents, with Project Manager and Site Safety Representative.
 - Review sub-contractor work method statements as required.
 - Issue of Safety Alerts to all staff.
 - WHS Registers
 - Maintain WHS Register/s
 - Maintain WHS Statistics
 - Issue WHS Monthly Status Reports to clients
 - Organise sign off books for Site Supervisor
 - Maintain first aid stock lists and registers
 - Maintain and order PPE and company clothing for staff
 - WHS Reporting to Key Stakeholders ie Senior Management
 - Ensure compliance to the Injury Management & Return to Work Program and to manage overall workplace injury management and rehabilitation of workers, including investigation of incidents / injury or illnesses.
- Interpretation of Health & Safety Information and disseminating of that information to the personnel, including ensuring means are in place for alerting of new and changed legislative requirements
 - Acquiring, communicating and consulting on WHS Information, includes policies, procedures and generally the overall WHS Management System
 - Ensure a Training Needs Analysis has been carried out for existing and new employees, this includes training needs for WHS Representatives
 - Ensure all Management and employees undertake Proline's Internal Training Programs, Induction Training, SWMS Training and ongoing Health & Safety Seminar training
 - Overall Management of maintaining WHS, Plant & Equipment & Training records
 - Ensure the Site Supervisor, WHS Representative or persons conducting the toolbox meetings, safety talks have received training to enable them to facilitate sessions in an effective manner;
 - Ensure Consultation arrangements are publicized through WHS Management Plans, Site Inductions and Toolbox box talks
 - Communicate with HSR on a regular basis.
 - Ensure issues, improvements and corrective actions are being addressed and implemented by the Site Supervisor / Supervisor;
 - Ensure better practice is being undertaken;
 - Ongoing review of internal WHS procedures and compliance to the WHS Management System
 - To encourage reporting of all incidents and mishaps as well as accidents and injuries. Ensure the appropriate forms are completed and investigate all reported events. Collate accident and injury statistics.

Proline Building Commercial Pty Ltd
Safety Management System

- Ensure notifiable incidents are reported to the relevant authorities ie Safework NSW / Insurer
- Ensuring health surveillance and air monitoring is carried out as required and records maintained

Quality Assurance

- Implement and maintain a quality system to ISO 9001
- Establish and maintain company files and job files (project setup)
- Maintain Quality Registers as required
- Conduct Project Audits as required
- Chair Management Review audit as required
- Ensure inspection and test plans are adhered to
- Maintain legislative and regulatory requirements are met and disseminated to staff

Environmental

- Ensure Environmental Plans are developed and implemented into projects as required
- Ensure waste management plans are carried out as required
- Ensure Site Supervisor train personnel during the Site induction on Environmental Management
- Environmental statistic data reporting
- Maintain legislative and regulatory requirements are met and disseminated to staff

Industrial Relations

- Ensure an industrial relation plan has been developed and implemented for projects as required.
- Ensure Site Supervisor train personnel during the Site induction on industrial relations
- Maintain legislative and regulatory requirements are met and disseminated to staff

Training

- Determine training needs of employees and develop individual training plans
- Monitor and review training plans
- Ensure WHS Induction training has been conducted prior to working on site
- Develop and deliver ongoing re-fresher WHS training to site employees
- Ensure Tool Box Talks are conducted by Site Supervisor – showing consultation and training with employees

Human Resources:

- Company Procedures
- Create and maintain the Company Procedures Manual
- Job descriptions
- Create and maintain staff job descriptions

Proline Building Commercial Pty Ltd
Safety Management System

- Recruitment of staff
- Staff Reviews
- Arrange staff reviews between staff and management.
- Annual leave
- Maintain the staff annual leave chart.
- Personal Records
- Maintain personnel records as for each employee/contractor

Assistant to Project Managers as required

- Invoicing
- Ensure approval of invoices on a monthly basis
- Ensure Payment Schedules are developed and distributed for invoices on contracts
- Invoice clients as required
- Dilapidation reports for projects

TECHNICAL REQUIREMENTS

- Proficiency in the Microsoft Office package include Word, Excel, Outlook, PowerPoint, Internet Explorer, Project, Flowcharter.
- Preferable knowledge of Autocad.
- Basic knowledge of the outline of Accounts Packages MYOB.

PERSONAL REQUIREMENTS

- Strong organisational skills.
- Ability to work with your own initiative.
- Ability to multi-task.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Estimator

As of 2023

Reporting to: General Manager

Roles & Responsibilities

Tendering/Estimating:

- Attending new sites for pretender meetings.
- Preparing and sending out tenders for Clients.
- Contract interpretation
- Measure and estimate
- Ensure general compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program.
- Ensure a Design Risk Assessment is carried out during tender stage

TECHNICAL REQUIREMENTS

- Proficient in the Microsoft Office package including Word, Excel, Outlook.
- Proficient in the use of Buildsoft

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Site Supervisor

As of 2023

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Attendance on site to check performance and correctness of works by contractors.
- Attending all site meetings held, if and where required

Work Health & Safety

- Displaying and making Site Safety Rules available to personnel on, and visitors to, the work site
- Managing the WHS communication and consultation provisions in accordance with the regulatory and other requirements.
- Site Supervisor have a responsibility to follow requirements communicated to them ie through Memo's, Safety Alerts during their weekly toolbox talk meeting;
- Site Supervisor has a responsibility to pass on the WHS information to employees / subcontractors. Communication should be carried out in the form of a Toolbox Talk/Safety Talk Doc No: OHS016
- Conducting site-specific induction, specific work activity safety training
- Making sure that before starting work on site all personnel attend suitable induction training courses
- Preparing, maintaining and making accessible the register of hazardous substances
- Maintaining first aid stocks and providing first aid
- Maintaining fire equipment and conducting review/s (through evacuation drills) of emergency procedures
- Managing illness/injury and emergency processes to suit procedures
- Implement corrective actions to prevent reoccurrences of injuries / incidents on site
- Ensure that the procedures for contacting project personnel are communicated and clearly advertised on the work site so that all personnel and are aware of the contact names
- Ensure compliance to the Injury Management & Return to Work Program
- Implementation and Review of the WHS Management Plan on site
- Developing Safe Work Method Statements. Review Work Method Statements and amend as required.
- Review Safe Work Method Statements issued by sub-contractors
- Ensure compliance with legislative requirements for all work activities under their responsibility
- Issue non-conformances to contractors for any safety breaches.

Proline Building Commercial Pty Ltd
Safety Management System

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- Ensure compliance to Proline's Purchasing & Subcontracting Procedure
- Identify training needs of employees under their supervision and ensure training is conducted and attended
- To ensure that all persons on site receive induction training and arrange other health, safety and on the job training when required. Ensure all personnel hold a current Safework Induction card, prior to entering site.
- Ensure use of Proline's WHS Issue Resolution Procedure is utilized as required
- Ensure compliance with Proline's Safe Working Guides to ensure that safe working practices and procedures are implemented and ensure the work site environment is kept safe.
- To ensure that plant and equipment is maintained in a safe condition, with guards and safety devices in place and a regular programme of maintenance occurs in accordance with WHS Management Plan and that logs and checks are undertaken
- Through regular inspections as detailed in WHS Management Plan, identify potential problems and hazards. When necessary, arrange assessment of possible hazards and implement control measures.
- Quarantining unsafe work areas, materials, plant and equipment;
- Ensure first aid is available to all persons on-site when required and a register of persons receiving first aid treatment is kept. Ensure any near misses are reported to the Project Manager and Systems Manager.
- Verify by Inspection and Test Plans that work areas, work methods, materials, plant and equipment comply with WHS Legislation, Standards and Codes.
- Ensure Proline's Site Safety Rules are adhered to.
- Ensure amenities on site are in accordance with the relevant legislation.
- Ensure emergency procedures are in place and evacuation drills/review of procedures is carried out
- Ensuring health surveillance and air monitoring is carried out as required and records maintained where required
- Encourage involvement of all personnel in achieving a safe and healthy workplace, by personally being involved in WHS Committee/Representative, arranging tool box meetings and inviting input from people on matters relating to work processes as well as to the health and safety on the site.
- Ensure all PPE is worn by all. (Hard hats, safety boots, safety vests to be worn every site)
- Ensure Inspection and test forms and ITP's are completed as required
- Investigate incidents and accidents and initiating corrective (preventative) actions
- Ensure Plant and Equipment have been checked by operators prior to commencing on site, obtain completed checklist and hand copy into Project Manager or Systems Manager

Labourer's

- Co-ordinate and supervise labourers as required
- Ensure adequate training has been provided to labourers as required.
- Ensure site induction and work method statement training has been undertaken prior to commencing of work practice.

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Proline Building Commercial Pty Ltd
Safety Management System

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery docket etc
- Ensure documentation is regularly sent into Head Office.

Job Closures/Defects

- Review and repair any defects
- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications, inspection and test forms etc)
- Ensure HOTO procedures are utilised during end of projects / handover

General

- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Perform trade works as required and supply & maintain hand / power tools
- Carry out work as directed by Project Manager in an accurate and efficient manner
- Carry out work to a high level of workmanship
- Act in a professional manner at all times
- Interpret drawings and job set out
- Maintain work standards
- Clean up work area
- Identify and report vehicle, plant and equipment deficiencies and malfunctions
- Notify the Project Manager of any non conformances and complaints
- Ensure records are kept up to date and submitted to the office as required.
- Check, refuel and maintain vehicle, plant and equipment.
- Other duties as directed by the Management of Proline.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.

Proline Building Commercial Pty Ltd
Safety Management System

Leading Hand

As of 2023

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works.
- Attendance on site to check performance and correctness of works by contractors.
- Attending all site meetings held, if and where required.

Work Health & Safety

- Ensure compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Issue non-conformances to contractors for any safety breaches.
- Reviewing and resolving of any issues that may arise in relation to WHS on site or refer to the Site Supervisor or Project Manager for resolution

Labourer's

- Co-ordinate and supervise labourers as required
- Ensure adequate training has been provided to labourers as required.

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc

Job Closures/Defects

- Review and repair any defects
- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)

Proline Building Commercial Pty Ltd
Safety Management System

GENERAL

- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Perform trade works as required

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Carpentry & Joinery Certificate.
- Building Foreman of Works Certificate / Building Certificate / Diploma.

Proline Building Commercial Pty Ltd
Safety Management System

Contracts Administrator

As of 2023

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works as required or as instructed by the Project Manager.
- Attendance on site to check performance and correctness of works by contractors.
- Attending site meetings held, if and where required

Work Health & Safety

- Ensure compliance to Proline's WHS Management System
- Ensure compliance to the Injury Management & Return to Work Program
- Ensure compliance to Proline's Purchasing & Subcontracting Procedure
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Data Recovery, monthly status reports
- Collecting and collating / filing site documentation
- Issue of Safe Work Method Statements/Risk Assessments Checklists.
- Carry out Safe Work Method Statement Checks where required on sub-contractors
- Forward Safe Work Method Statements and checks to the Systems Manager prior to the subcontractor starting works on site
- Ensure Incidents and/or Injuries are reported to the Systems Manager immediately
- Ensure non conformances issued are forwarded to the Systems Manager as received

Programs

- Ensure works are being carried out according to the program
- Table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc
- Issue of contracts for orders over \$1000.00
- Ensure sub-contractor statements, signed contracts, relevant warranties etc have been received prior to issue of payment.
- Ensure Subcontractor Variation Approval Forms are forwarded to the General Manager or Managing Director prior to approval
- Ensure Payment Schedules have been completed prior to issue of payment.

Proline Building Commercial Pty Ltd
Safety Management System

Job Closures/Defects

- Review and organize repair any defects
- Maintain a Non Conformance Register for Quality items
- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)

General

- Maintain project files, ie filing in accordance with QA System
- Other Filing as required.
- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Prepare and issue invoices

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Building Foreman of Works Certificate / Building Certificate / Diploma

Proline Building Commercial Pty Ltd
Safety Management System

Junior Project Manager/Co-ordinator

As of 2023

Reporting to: Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Junior Project Manager / Co-ordinator:

- Contract administration for both Clients and Sub-Contractors.
- Contract interpretation.
- Maintain project files – ie filing in accordance with QA Standards
- Issue contracts to subcontractors, request for Safe work method statements, insurances etc
- Assistance to the Project Manager in creation of a Critical Path programme and amending during the project as required.
- Assistance to the Project Manager to ensure projects are running and completed on time and under budget in accordance with the programme.
- Preparing and issuing any documents or information required by contractors such as As Built Drawings, Manuals etc.
- Sourcing potential sub contractors and awarding contracts to successful tenders to carry out specific works as directed by the Project Manager.
- Assistance to the Project Manager to estimate and order of materials.
- Sub-approval of all invoices, both contractors and materials on a fortnightly and monthly basis.
- Developing and issuing of Payment Schedules for sub-contractors to the Project Manager for final approval
- Liasing with Accounts staff on all relevant issues as required.
- Close and regular liaison with the Site Supervisor and Supervisor in regards to each and every aspect of the project.
- Attending site on a regular basis to check performance and correctness of works.
- Attending site meetings held.
- Ensure Inspection & Test Forms are completed by the Site Supervisor
- Carry out inspections and tests
- Raise non conformances and instigate correct actions
- Maintain a Quality Non Conformance Register for each project
- Assist the Project Manager to control further work until deficiency or problem is corrected
- Assistance to the Project Manager in authorising handover to the client
- Regular liaison with:
 - Architects.
 - Engineers.
 - Clients.
 - Site staff.
 - General public.
- Complying with Proline’s full Management System includes WH&S, Quality, Industrial Relations, General Procedures, Training and Environmental.
- Assisting the Project Manager to review and resolve of any issues that may arise in relation to OH&S.
- Assisting the Project Manager in estimating and presenting costs for all variations as required.

Proline Building Commercial Pty Ltd
Safety Management System

- Maintaining and promoting a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Ensure Site Supervisor complete and adhered to their roles & responsibilities.

General:

- Attendance of function that may be outside of office hours to facilitate better working relationships with clients, contractors and staff.
- Attend training as directed by Management.

TECHNICAL REQUIREMENTS

- Tertiary qualifications in Building & Construction Management or Building and Property or Building Services
- Good working knowledge of the Microsoft Office Package (including Word, Excel, Outlook).
- Good working knowledge of Microsoft Project.
- Good working knowledge of Buildsoft for Windows.

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal and organizational skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Building Cadet

As of 2023

Reporting to: Project Manager & General Manager

Roles & Responsibilities

SUPERVISORY REQUIREMENTS

Subcontractors

- Sourcing potential contractors and awarding contracts to successful tenders to carry out specific works as required or as instructed by the Project Manager.
- Attending site meetings held, if and where required

Work Health & Safety

- Adhere to Proline Building Commercial Pty Ltd Management System
- Carry out Safe Work Method Statement Checks where required on sub-contractors
- Forward Safe Work Method Statements and checks to the Systems Manager prior to the subcontractor starting works on site
- Ensure Incidents and/or Injuries are reported to the Systems Manager immediately
- Ensure non conformances issued are forwarded to the Systems Manager as received

Programs

- Assistance to Project Manager to table, document relevant information in regards to the project (daily diary)

Purchasing

- Obtain prices of materials
- Purchase materials as and where required.
- Collate documentation in regards to purchases, delivery dockets etc
- Issue of contracts for orders over \$1000.00
- Ensure sub-contractor statements, signed contracts, relevant warranties etc have been received prior to issue of payment.
- Assistance to Project Manager to ensure Payment Schedules have been completed prior to issue of payment.
- Ensure Subcontractor Variation Approval Forms are forwarded to the General Manager or Managing Director prior to approval

Proline Building Commercial Pty Ltd
Safety Management System

Job Closures/Defects

- Organise preparation of required sign off documents as required (ie, as-built manuals, certifications etc)
- Maintain a Non Conformance Register for Quality items

General

- Maintain project files, ie filing in accordance with QA System
- Other Filing as required.
- Maintain and promote a long-lasting business relationship with existing clients by providing a reliable, efficient and effective service.
- Other duties as defined by the Management of Proline

PERSONAL REQUIREMENTS

- Strong initiative and self-motivation.
- Strong interpersonal skills.
- Strong oral and written communication skills.
- Team-player and mediator.
- Be well-presented at all times.

TECHNICAL REQUIREMENTS

- Tertiary Qualifications in Building & Construction

Proline Building Commercial Pty Ltd
Safety Management System

Financial Controller

As of 2023

Reporting to: General Manager & Scott Beynon, Managing Director

The Financial Controller's main focus is to provide accounting and administration duties for four trading companies and Beynon entities.

MAIN DUTIES

Finance:

- Company Banking:
- Monitor all company's bank balances ensuring that accounts do not breach overdraft limits.
- Payroll:
- Ensure superannuation payments are made regularly and that they conform with any legislative schedule.
- Invoicing:
- Complete invoicing each month for the Group for consultancy charges and motor vehicle expenses and some client.
- Bank Guarantees:
- Obtaining, monitoring and reporting on bank guarantees.
- Property Management:
- Invoicing
- Maintaining leases
- Liaising with letting agents
- Dealing with body corporate & strata managers
- General Items

Finance – General:

- Maintain all company's accounting systems.
- Ensure all taxes are paid by the due date and BAS statements are completed and submitted to the Australian Taxation Office.
- Maintain asset and depreciation schedules.
- Produce monthly financials for a group of companies – Profit and Loss Statement as well as a Balance Sheet & statistical data
- Ensure all balance sheet accounts are reconciled regularly.
- Obtain and Maintain insurances, including Workers Compensation, Contract Works & Third Party Liability, Motor Vehicle and Building & Contents Insurance.
- Assist Office Staff as and when required.
- Liaise with external accountants and ensure that year end data is made available before the end of August each year. Accounting packages should also include reconciliation's etc. for other Beynon entity's.
- Preparation of budgets & spread sheets for projects
- Production of cost control spread sheets for projects
- Attend to legal matters
- Debtor Control

Proline Building Commercial Pty Ltd
Safety Management System

- Payroll for Proline Management Staff
- Group Certificates for all staff
- Other duties as required by management.

QUALIFICATIONS REQUIRED

- Accountancy.
- General business knowledge.
- Book keeping.
- General understanding of Financial Statements.

TECHNICAL REQUIREMENTS

- MYOB (Advanced).
- Excel (Advanced).
- Word (Intermediate).
- Outlook (Intermediate).
- Knowledge of the Building industry advantageous.

PERSONAL REQUIREMENTS

- Ability to communicate with both staff, suppliers, clients and contractors.
- Work well under pressure.
- Ability to multi-task.
- Good attention to detail.
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Receptionist/Clerical Administrator

As of 2023

Reporting to: Accounts Administrator/Financial Controller

The Receptionist's/Clerical Administrator's main focus is general office administration and to provide assistance to the Accounts Administrator and also to conduct reception type activities.

MAIN DUTIES

General:

Banking:

- Prepare and do banking on a daily basis or as required
- Correspondence:
- Collection of mail from the Post Office as well as opening and distributing on a daily basis.
- Distributing of faxes as required through-out the day.
- Plan printing, photocopying as required
- General typing
- Stationery:
- Purchasing as required – including toner cartridges for office machinery.
- Making of Purchase Order/Site Instruction/Non-conformance books are required.
- Making Day Report, Site Induction, Daily Site Safety Inspection, Project Notes, Monthly Tool Slip and Tool Box Talk books as required.

General

- Maintain Vehicle Register – including SACL/Qantas Passes in conjunction with FC
- General Word processing as required
- Time Sheets Data Entry
- Qantas Service Request Forms Data Entry
- Documentation of Meeting Minutes

Reception:

Telephones:

- Answering and screening of incoming calls.
- Meet & Greet:
- Meet and greet visitors in reception.

Accounts Payable:

Purchasing / Invoices:

- Collating of Purchase Orders received from various sites with invoices received from sub-contractors and suppliers.
- Data input and distribution of these invoices to the relevant Project Manager for approval.

Filing:

- All filing relating to the above duties
- Including lost purchase orders (ie, if a invoice has been paid and just received purchase order, still has to be matched up).

Accounts Receivable:

Proline Building Commercial Pty Ltd
Safety Management System

General:

- Other invoicing may have to be done from time to time.

TECHNICAL REQUIREMENTS

- Proficient in the use of MYOB
- Proficient in the use of Microsoft Office package (Word, Excel, Outlook etc)

PERSONAL REQUIREMENTS

- Ability to communicate with both staff and clients.
- Work well with minimal supervision.
- Have a vibrant personality.
- Be well-presented at all times.

SUPPORT

- Assisting the Systems Manager & General Manager as requested and as required.
- Assisting the Project Manager/Cadets as requested and as required.

Proline Building Commercial Pty Ltd
Safety Management System

Apprentice

As of 2023

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks.

TRAINING

- Ensure regular attendance at TAFE as required
- Ensure grades are kept above PASS level

GENERAL DUTIES

- Site cleans
- Assist all trades as required
- Excavation
- Demolition
- Move and place materials
- Final and detailed cleaning
- Deliveries / rubbish removal
- General laboring
- Test and Tag leads and tools when trained.
- Works involved with the Workshop
- All other duties as directed by Management

TECHNICAL REQUIREMENTS

- Attending TAFE or RTO for Apprentice Certificate III Course.
- WHS Industry Induction

Proline Building Commercial Pty Ltd
Safety Management System

PERSONAL REQUIREMENTS

- Diligent
- Self Motivated
- Safety Conscious
- Read and adhere to Safety Plans
- Healthy and fit to suit work
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

Construction Worker

As of 2023

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks

GENERAL DUTIES

- Site cleans
- Assist all trades as required
- Excavation
- Demolition
- Rubbish removal
- Move and place materials
- Final and detailed cleaning
- Deliveries / rubbish removal
- General laboring
- Test and Tag leads and tools when trained.
- Works involved with the Workshop
- All other duties as directed by Management

TRUCK & MACHINERY OPERATOR

- Operate Rollers, Skid Steer Loader, Excavator,
- Fork Lift and other plant and equipment as required.
- Drive and operate various trucks which require minimum of a HR License if deemed necessary by Senior Management

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Safety Management System

TECHNICAL REQUIREMENTS

- HR Truck License may be required
- All other necessary licenses to operate plant machinery and equipment.
- WHS Industry Induction

PERSONAL REQUIREMENTS

- Diligent
- Self Motivated
- Safety Conscious
- Read and adhere to Safety Plans
- Healthy and fit to suit work
- Be well-presented at all times.

Proline Building Commercial Pty Ltd
Safety Management System

WHS Representative

As of 2023

Reporting to: Site Supervisor, Project Manager, General Manager & Scott Beynon, Managing Director

Roles & Responsibilities

Work Health & Safety

- It is a statutory requirement that all employees must abide by WHS Laws and legislation;
- Co-operation with the Company Systems Manager and HSR;
- Undertake training as requested and required
- To liaise with the HSR regarding any issues or improvements on site
- Employees have a responsibility to follow requirements as communicated to them ie through Memo's communicated via the Site Supervisor and Safe Work Method Statements;
- Employees have a duty to report to their Site Supervisor, instances where they or others for example subcontractors from non English speaking backgrounds, who have difficulty understanding the health and safety information.
- Must ensure any safety issue / hazard is reported to their Supervisor immediately.
- Must ensure they abide by Proline's Site Safety Rules
- Report injuries immediately to their Supervisor
- Use or wear the equipment, personal protective equipment and/or clothing that is required by Proline or in the manner in which it is intended
- Co-operate with the Site Supervisor and participate in toolbox / safety talks
- Ensure compliance to the Injury Management & Return to Work Program.
- To provide an easy identifiable point of contact and a direct link for individual employees seeking to provide input about WHS matters;
- To consult with employees regarding any WHS issues;