



## MARINE AND CIVILS PROJECT MANAGER

Salary: Depending on experience

Location: Sittingbourne (Live within a commutable distance)

Contract Type: Permanent, Full Time

Contract: 40 hrs per week, 21 days holiday and bank holidays

Hours of work: 9am – 5pm Monday to Friday.

### Main Duties

As a Construction Project Manager, you will be responsible for overseeing all aspects of construction projects from inception to completion. You will lead a team of professionals, manage budgets and schedules, and ensure that projects are delivered on time, within scope, and within budget. This role requires strong leadership skills, excellent communication abilities, and a thorough understanding of construction processes and best practices.

### **Key Responsibilities:**

#### **1. Project Planning and Coordination:**

- Develop comprehensive project plans, including timelines, budgets, and resource allocation.
- Coordinate with architects, engineers, contractors, and subcontractors to ensure project requirements are understood and met.
- Establish project milestones and monitor progress throughout the construction process.

#### **2. Team Leadership and Management:**

- Lead and manage a multidisciplinary team, including construction managers, engineers, and administrative staff.
- Delegate tasks and responsibilities effectively, providing guidance and support as needed.
- Foster a collaborative and positive work environment, promoting teamwork and accountability.

#### **3. Budgeting and Cost Control:**

- Prepare and manage project budgets, tracking expenses and ensuring adherence to financial goals.
- Identify cost-saving opportunities and implement strategies to optimise project costs without compromising quality or safety.

#### **4. Risk Management:**

- Identify potential risks and challenges associated with construction projects and develop mitigation strategies.
- Implement measures to minimise risks related to safety, quality, and regulatory compliance.

#### **5. Quality Assurance and Compliance:**

- Ensure that construction projects meet quality standards and regulatory requirements.
- Conduct regular inspections and quality checks to verify compliance with specifications and industry standards.

**6. Client Communication and Stakeholder Management:**

- Serve as the primary point of contact for clients, keeping them informed of project progress and addressing any concerns or issues.
- Maintain positive relationships with stakeholders, including clients, vendors, regulatory agencies, and community members.

**7. Health and Safety:**

- Promote a culture of safety on construction sites, ensuring compliance with health and safety regulations and best practices.
- Implement safety protocols and procedures to minimise the risk of accidents and injuries.

**Qualifications and Skills:**

- Proven experience in construction project management, with a track record of successfully delivering projects on time and within budget.
- Strong leadership and management skills, with the ability to motivate and inspire team members.
- Excellent communication and interpersonal abilities, with the capacity to interact effectively with diverse stakeholders.
- Thorough understanding of construction processes, techniques, and best practices.
- Proficiency in project management software and tools.
- Knowledge of construction regulations, codes, and standards.

**Requirements**

- HNC or higher in construction related subject desirable
- CSCS card
- Full driving licence
- Minimum 5 years' experience of construction industry
- Experience in management role
- Understanding of health and safety issues

**About us**

Established in 1975, Topbond PLC combines technically innovative project management expertise with traditional skills and values to offer a range of specialist services to the construction and marine industries. These include refurbishment of bridges and structures, marine services, footbridge design and build, survey and testing of bridges and structures, reconstituted and natural stone works. If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV or email [info@topbond.co.uk](mailto:info@topbond.co.uk)