GROUP — CONSTRUCTION MANAGEMENT

CM-5 Turnover Manager

Sample Job Description

Job Title: Turnover Manager

Reports to: Construction Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

The Turnover Manager ensures that the Path of Construction is consistent with and incorporates the Owner’s Commissioning and Start-up Plan. This position will also ensure that the Project specific AWP plan and procedures adequately address how the project will transition from area based IWPs to systems completion packages, and further into actual commissioning and start-up activities.

This is not a new position in the Construction Management organization, AWP requires that the Turnover Manager be engaged in the Front End Integrated Planning session.

Essential Duties (Roles and Responsibilities)

* Actively participate in integrated planning sessions to ensure that both the Path of Construction and AWP plan support the transition from bulk construction to systems completion.
* Ensure that the Owner’s Commissioning and Start-up Plan is used as the basis for planning this AWP transition.
* Ensure that the Project specific AWP procedures clearly define how the project will transition from area based IWPs to systems completion packages, and further into actual commissioning and start-up activities.
* Identify resource needs to support AWP leading into this transition and throughout commissioning and start-up.
* Ensure that all construction contracts clearly specify that the Contractor is required to implement AWP for systems completion, commissioning and start-up activities. Contracts should also clearly define all inputs/deliverables the Contractor is required to provide.