GROUP — CONSTRUCTION MANAGEMENT

CM-4 WorkFace Planning Manager/Champion

Sample Job Description

Job Title: WorkFace Planning Manager/Champion

Reports to: Construction Manager

Prepared by:

Prepared Date:

Approved by:

Approval Date:

Summary

This position is responsible for ensuring that the AWP & WFP program is implemented by all members of the Construction Management Organization and Construction Contractor teams. This individual works with other stakeholder groups to establish project expectations, ensures that processes and procedures meet project expectations, and that deliverables are completed in accordance with the program that has been established for the project.

This may be a new position within the Project Organization Chart. The necessity for employing an individual in a full-time role will be determined by the size and the scope of the project. However, the additional responsibilities of the position could be added to an existing senior member of the construction management organization staff for smaller projects to minimize indirect support costs.

Essential Duties (Roles and Responsibilities)

* Participate in the recruitment process for the WorkFace Planning team as required
* Train new personnel to the WFP process
* Continually educate and train to the WFP model by coaching and mentoring the team
* Develop progression plans for the WFP team
* Ensure coverage within the WFP team; be aware of requirements to provide coverage for all construction disciplines
* Actively participate in integrated planning sessions to ensure professional construction input is incorporated into the Path of Construction
* Ensure construction resources are invited and actively participate in integrated planning sessions
* Document processes and procedures for the WorkFace Planning program if not already developed
* Provide mentorship to project team members
* Guide contractors to enable program growth and continuous improvement
* Develop a training matrix for the construction team
* Audit internal and Contractor performance and produce action lists that assign follow up responsibilities
* Ensure the aspects of the AWP are followed and notify the Construction Manager when non-conformance issues are identified
* Ensure that all construction contracts clearly specify that the Contractor is required to implement AWP
	+ The contracts should reference procedures the Contractor is expected to follow and list all inputs/deliverables the Contractor is required to provide
* Document lessons learned within a project register