

Operations Manager

Roles & Responsibilities

Purpose

The Operations Manager is responsible for planning and overseeing projects to ensure they are completed in a timely fashion, within budget and to the expected standards.

Specific Responsibilities

- Implement the company Work Health and Safety Policy, Environment and Quality Policies.
- Development and management of project documentation including all Quality, Environment and WHS documents, in conjunction with Office Staff and Site Supervisor
- Managing project progress and adapt work as required.
- Ensure resource availability and allocation.
- Liaison with subcontractors.

WHS Responsibilities

- Assist with the implementation and compliance with the safe work method statements for High-Risk Construction Work.
- Observe all WH&S requirements and statutory rules.
- Assist in ensuring that all works are conducted in a manner safe and without risk to employee health and safety.