

Job Description

KERIKERI CRUISING CLUB

Title: Project Manager	Name:	Last Updated: 2024
Reports to: Club Manager		

Result area	%	Objectives	Performance Measures	Skills
Project Management		<ul style="list-style-type: none"> Scope, specify, cost, supervise, & implement marina projects Scope, specify, cost, supervise, & implement Club projects 	<ul style="list-style-type: none"> Scope & specify marina refurbishment projects as identified by the Club via marina condition reports etc Scope & specify marina refurbishment projects as identified by the Club Prepare project budget & liaise with Club Manager to secure project funding Check & approve related invoices for payment Supervise implementation of refurbishment work using external contractors Supervise & participate in implementation of refurbishment work completed in-house by Club staff Prepare monthly project reports for Club Manager & committee(s) 	Project management Civil engineering background Practical skills Customer focus Interpersonal skills Attention to detail
Finances	15	<ul style="list-style-type: none"> Manage refurbishment project budgets Assist with annual review of Club & marina refurbishment cost projections 	<ul style="list-style-type: none"> Review three-year refurbishment project plan/budget & update 	
Communications	5	<ul style="list-style-type: none"> Work with Club staff to ensure smooth implementation of projects & appropriate Club communications 	<ul style="list-style-type: none"> Club-wide communications made as appropriate Affected parties engaged Project wrap communications 	Attention to detail Communication skills
Health and Safety	5	<ul style="list-style-type: none"> Follow all marina health and safety requirements Active involvement in planning Ensure external contractor compliance with appropriate health & safety requirements 	<ul style="list-style-type: none"> Work practices adhere to SOPs Contribute to monthly report for Club committee(s) Project & job risk analysis completed 	Personal awareness Listening Problem solving

		<ul style="list-style-type: none">• Ensure all projects are undertaken safely		
Other Duties as shall be reasonably assigned		<ul style="list-style-type: none">•	<ul style="list-style-type: none">•	