

DEMOLITION PROJECT MANAGER ROLES AND RESPONSIBILITIES

Reporting to: Project Director

Role Overview:

The Demolition Project Manager is responsible for the successful planning, execution, and completion of demolition projects. This role involves overseeing all aspects of a demolition project, from site preparation to final clearance, ensuring that work is completed on time, within budget, and in compliance with safety, quality, and environmental standards. The Project Manager must ensure coordination between various stakeholders, including clients, contractors, and regulatory authorities.

Key Responsibilities

Project Planning and Coordination

- Develop detailed demolition project plans, including timelines, resource allocation, and budgets.
- Conduct pre-demolition assessments and risk evaluations to ensure the project complies with safety and environmental regulations.
- Coordinate with architects, engineers, and clients to ensure that project specifications are clear and achievable.
- Create work breakdown structures and schedules to ensure the project is on track.
- Ensure the timely procurement of materials, equipment, and labour needed for the project.

Health, Safety, and Environmental Compliance

- Ensure compliance with all relevant health, safety, and environmental laws and regulations during demolition operations.
- Develop and implement site specific health and safety plans to mitigate risks associated with demolition work.
- Conduct safety audits, daily inspections, and ensure all safety measures are adhered to by the project team.
- Manage hazardous materials (e.g., asbestos, lead) removal in compliance with regulations.
- Monitor environmental impact, ensuring all waste materials are disposed of in accordance with environmental standards.

Team Management and Leadership

- Supervise and coordinate demolition crews and subcontractors, ensuring that the project progresses according to plan.
- Ensure that the project team is properly trained in demolition techniques, safety practices, and project procedures.
- Assign tasks and delegate responsibilities effectively to the team.
- Lead team meetings and provide regular updates on progress, challenges, and milestones.
- Foster a positive working environment, ensuring that communication among all team members is open and collaborative.

Budgeting and Cost Control

- Develop detailed project budgets and forecasts, ensuring that costs are controlled throughout the project.
- Monitor and approve expenditures, ensuring that project costs remain within the allocated budget.

- Identify cost saving opportunities and implement strategies to reduce expenses without compromising quality or safety.
- Report financial status to senior management and clients, ensuring transparency and proactive management of project costs.

Scheduling and Timeline Management

- Develop and maintain detailed project schedules, ensuring all milestones and deadlines are met.
- Monitor project progress and make adjustments to the schedule as needed to address delays or unexpected changes.
- Coordinate with other stakeholders to avoid project delays due to unforeseen issues or scheduling conflicts.
- Ensure that all demolition activities are completed in a timely manner, minimizing downtime and optimizing project flow.

Stakeholder Communication

- Serve as the primary point of contact for clients, subcontractors, suppliers, and other stakeholders.
- Maintain regular communication with clients, providing updates on project progress, challenges, and achievements.
- Address any client concerns or issues promptly, ensuring that their expectations are met.
- Coordinate with local authorities and regulatory bodies to ensure compliance with local laws and building codes.

Quality Control

- Ensure that demolition work meets the highest standards of quality, safety, and regulatory compliance.
- Conduct regular inspections of demolition work to ensure it adheres to project specifications and safety standards.
- Address any quality concerns promptly, implementing corrective actions where necessary.
- Ensure that proper documentation and reporting are maintained to track project milestones, quality checks, and safety audits.

Risk Management

- Proactively identify and assess risks that could affect the project's success, including safety hazards, environmental issues, or delays.
- Develop risk mitigation strategies to address potential problems before they arise.
- Respond to and manage emergencies or unexpected situations that occur on site, ensuring safety and compliance are maintained.
- Ensure that the project is adequately insured and that all potential liabilities are covered.

Contract and Procurement Management

- Collaborate with procurement teams to manage the purchase of materials, machinery, and services necessary for the demolition.
- Manage contracts with subcontractors, suppliers, and other service providers, ensuring they meet project specifications and deadlines.
- Negotiate with vendors and subcontractors to secure the best possible rates and terms for services, materials, and equipment.
- Monitor the performance of subcontractors and ensure that their work meets the required standards.

Documentation and Reporting

- Maintain accurate and comprehensive project documentation, including contracts, permits, safety plans, change orders, and schedules.
- Prepare and submit regular progress reports to senior management, clients, and other stakeholders.
- Ensure that all project documentation is organized, accessible, and updated throughout the course of the project.
- Track and report on project milestones, budgets, and timelines, ensuring transparency and accountability.
- Skills and Qualifications
- Experience: Proven experience in managing demolition or construction projects, with a solid understanding of the demolition industry.
- Qualifications: A relevant degree in construction management, civil engineering, or a related field, NVQ Level 6 CCDO Black Card, Asbestos CAT B . Professional certifications in project management or safety (e.g., PMP, NEBOSH) are preferred.
- Knowledge: In depth knowledge of demolition methods, machinery, regulations, and safety procedures.
- Leadership: Strong leadership and team management skills with the ability to motivate and lead diverse teams.
- Budgeting and Financial Acumen: Excellent skills in budgeting, cost management, and financial oversight.
- Problem Solving: Strong analytical and problem solving skills to address challenges that may arise during the project.
- Communication: Excellent verbal and written communication skills, with the ability to interact with clients, contractors, and team members effectively.
- Technology: Familiarity with project management software (e.g., Procore, ASTA), scheduling tools, and budgeting software.