

TITLE: Technical Assistant - Civil Construction and Site Support Office		CCS 002
Civil Construction and Site Support		
REPORTS TO LINE MANAGER: Head of Civil Construction and Site Support Office		
DIRECT EMPLOYMENT: NOT REQUIRED	GRADE: P3	
DATE WRITTEN: 2006-Oct-24	DATE REVISED: 2006-10-24; JSA	DATE REVISED:

Purpose:

Support the HCCSSO in all matters related to civil construction, including all site related construction activities. Coordinates the interfaces with the European Legal entity in all matters of civil construction and site preparation. Coordinates the interface agreements with the technical subsystem leaders and develops appropriate interface documentation between the buildings and the technical systems.

Communicates technical needs to Architect Engineer, general and special sub-contractors and manages cost effective implementation.

Major Duties/Responsibilities:

- Supports HCCSSO in all matters related to construction activities and construction permits on the site.
- Assists in preparing reports all project construction activities, scope, schedule, cost information to the project office on a monthly basis.
- Coordinates the technical interfaces between the on-site construction and the technical subsystem leaders.
- Helps to manage the project's QA and Safety program with the AE and subcontractors.
- Assists in developing and regularly maintaining design-to-construction interfaces documentation.
- Assists in developing and reporting on all technical, cost and schedule variances arising from construction activities, including the management of cost and schedule contingency.
- Supports effective risk identification and management.
- Manages the field engineering change control process for the construction as-built work and communicates changes to the project office. Responsible for integrating field-related changes with other technical interfaces.
- Provides liaison duties with the general contractor.
- Shows strong commitment to the ITER safety program and enforces it through individual behaviour and in his/her organization.
- Maintains a strong commitment to the implementation and perpetuation of ITER values and ethics.

Qualifications Required:

Advanced university degree, plus more than 15 years of project management experience in the construction of large technical or science facilities, especially for nuclear facilities construction. Experience in the construction of multimillion dollar facilities. Expertise in interface management with technically complex systems. Able to manage multi-cultural labour relations. Experience in environmental impact studies

and compensation. Experience with permits and legal environment in construction. Familiar with safety requirements on large construction jobs. Experience in project management and the use of modern management tools. Experience in effective QA management and implementation.

Work Direction and Interfaces:

Reports to the HCCSSO. Interfaces with all technical divisions to support excellent integration. Assists in the implementation of the ITER QA program. Interfaces with the construction design team on building requirements and with the construction manager on cost effective implementation. Assists and coordinates labour relations with civil construction workforce. Interfaces with domestic authorities on permits and environmental impact. Responsible for implementing ITER safety program on the construction site.

Authority/Approval Levels:

Has authority and approval levels defined by the HCCSSO for his/her scope of work.

Measures of Effectiveness:

- Successfully manages interface between technical system leaders and the design team for construction and installation activities. Develops and maintains interface documentation.
- Successfully assists in managing budgets and cost control in the civil construction area.
- Successfully coordinates labour relations.