

**Role Title: Contractors Manager 2IC**

**Team: DPI**

**Department: Operations**

**Role Summary/Purpose:**

The role of the Contractors Manager 2IC is to assist in coordinating contractors who will be carrying out work on site and book all of the equipment that will be used onsite during the build, event and pack down.

**Major team projects for 2019:**

- Research a possible new vendor to hire site buggies from
- Review all current contractors and vendors to ensure we are still getting the best equipment and services possible
- Research hiring a shower block to go to Woop Woop

**Working relationships:**

- DPI Lead
- Temple Lead
- Effigy Lead
- Sanitation Lead
- \*Trash Bags\* Lead (or whatever they end up being called)
- Onsite Team Leads
- External contractors, vendors and local stakeholders

**Time Commitment/Dates required:**

- **Year Round:** 1 - 10 hours per week
- **On Site:** Approx 5 Weeks
- **Post-event:** 1 - 5 hours per week

**Duties/Responsibilities**

- Book all of the equipment that will be used on site
- Liaise with contractors who will be undertaking work on the site
- Liaise with all departments and DPI lead to ensure the right equipment is being booked
- Ensure all equipment is arriving on site to schedule and in working order
- Work with finance to ensure budgets are being adhered to

**Key challenges**

- Geographically the site is remote so sometimes equipment has to come from distant locations
- Internal communication within the org can be challenging at times
- Working the ever increasing demand for equipment into operating budgets
- Making sure all teams have the resources they need to perform their roles

**Necessary Qualities, Knowledge and Experience:**

- Must have experience on site with the build teams
- Knowledge of a wide variety of equipment e.g. EWP's, port-a-loos, generators etc.
- Good organisation and communication skills

**How to Join:** Complete a registration form found on the [Burning Seed website](#), or contact Crew Wranglers at [jointhecrew@burningseed.com](mailto:jointhecrew@burningseed.com) with any questions.

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