



Position Description – Station Manager

- **Position Title:** Station manager (AMC1 Moving Production Line)
- **Reports To:** Manufacturing manager
- **Department:** Manufacturing
- **Location:** AMC1 – JMB Modular Buildings, Lemnos, VIC 3631 project sites as required (inspections / installation support)
- **Employment Type:** Full-Time

About JMB Modular: Join a forward-thinking construction business where your skills are valued and your working conditions are a cut above the rest. At JMB Modular Buildings, all fabrication is completed in our clean, new, state-of-the-art factory – meaning no more unpredictable site conditions, weather delays, or muddy boots. Our modern facilities, precision tools, and controlled environment let you focus on quality craftsmanship and efficient delivery, while being part of a team shaping the future of modular construction in Australia.

Position Purpose:

The Station Manager is accountable for safely delivering the defined scope of work within their allocated AMC1 workstation(s), in accordance with JMB's 8-station moving production line methodology, sequencing rules, and quality hold points. The Station Manager leads the station team and trades day-to-day to achieve the 40-day module cycle (4-day station moves), while ensuring each module is 'right-first-time' and signed off before progressing.

This role partners closely with the Project Manager for each project. The Project Manager remains responsible for end-to-end project delivery, client interface, commercial management and site installation coordination; the Station Manager is responsible for factory execution, station readiness, and timely escalation of constraints, risks, and variations that may impact program, quality, cost, or client outcomes.

- Plan, lead and coordinate all work within allocated workstation(s) to meet program, budgets and station cycle targets.
- Maintain production flow: remove constraints early, coordinate handovers, and keep tasks in the approved sequence unless written management approval is obtained.
- Deliver quality using Procore station checklists, ITP hold points, inspections and required sign-offs (including Engineer/RBS where applicable).
- Ensure safety requirements, SWMS, permits and station rules are followed by employees and subcontractors at all times.
- Drive DfMA-D and continuous improvement: reduce rework, increase prefabrication and in-house manufacture, identify automation opportunities, and improve repeatability.

Key Responsibilities

Production Planning and Delivery (Station Execution)

- Create and execute a daily/shift plan aligned to the station methodology, drawings and trade sequencing.

- Coordinate internal crews and subcontract trades to complete station scope within the planned cycle time.
- Confirm module setup after each gantry crane move: laser and level first - no work commences until levelling is verified.
- Coordinate safe and complete handover to the next station, ensuring prerequisites are met and documented.

Quality Assurance, Hold Points and Documentation

- Ensure station checklists are completed in full (Pass/Fail/N/A with notes/actions) and signed off before a module can move.
- Manage ITP hold points, pre-lining/pre-plaster checks, and required inspections/sign-offs (including Engineer/RBS where applicable).
- Verify workmanship tolerances and buildability prior to closing up (e.g., service clearances, backing/noggins, access requirements, module separation rules).
- Capture defects early, allocate rectification, and verify close-out before sign-off.
- Ensure required records are captured and filed: photos of services/critical elements, as-built mark-ups, LiDAR scan (if required), weights at crane moves (where applicable), and variation notes.

Safety, Compliance and Risk Control

- Lead by example and enforce JMB WHS requirements including PPE, fall protection, exclusion zones, lifting rules, housekeeping and safe systems of work.
- Confirm subcontractor competency and compliance with JMB procedures and SWMS.
- Stop work and escalate immediately for any unsafe condition, non-compliance, damage risk, or critical quality non-conformance.
- Participate in incident/hazard reporting, investigations, and corrective actions; ensure close-out is completed.

People Leadership and Culture

- Direct and coach station personnel and trades; allocate tasks, set daily priorities and hold teams accountable for outputs.
- Support a positive, safe, fun JMB culture with high standards, teamwork, and respectful communication.
- Manage day-to-day people matters within the station; escalate formal HR issues to the Factory Operations Manager.
- Support training and competency uplift in line with JMB methodologies and continuous improvement initiatives.

Materials, Tools, Plant and Station Readiness

- Ensure tools, jigs, plant and station equipment are maintained, serviceable and fit for purpose; report faults and coordinate repairs.
- Order station materials and consumables within delegated authority; obtain approval for spend above cap.
- Check all materials on receipt/issue for correct size, finish, grade and damage; quarantine and report non-conforming materials.

- Maintain station readiness (stores, consumables, access, protection materials) to prevent production stoppages.

Cost, Productivity and Reporting

- Track station labour and productivity against allowances and targets;
- Provide clear progress reporting to the Factory Operations Manager and Project Manager: completed scope, constraints, risks, and forecast readiness for move/hold points.
- Support estimating and quoting by providing station feedback on labour, materials, constructability and sequencing impacts.
- Minimise waste and rework through planning, standardisation and 'right-first-time' execution.

Project Interface and Stakeholder Management (Working with Project Managers)

- Work closely with Project Managers to align factory production with project milestones, installation windows and site readiness.
- Escalate design/scope changes and potential variations immediately to the Project Manager for commercial and client management - do not implement unapproved sequence or scope changes.
- Support client/authority inspections and progress reviews as required, ensuring the module presents to JMB standards and all documentation is available.
- Coordinate with the Project Manager on project-specific subcontractors and suppliers; provide performance feedback and identify supply chain risks early.

DfMA-D and Continuous Improvement

- Promote DfMA-D thinking in day-to-day decisions: simplify, standardise, reduce part count, increase in-factory completion and ensure repeatability.
- Capture continuous improvement ideas (prefabrication, in-house manufacture, automation, tooling/jigs, sequencing) and feed back to the DfMA Technician, Drafting/Design Team and Factory Operations Manager.
- Participate in trials, lessons learned and standard updates to improve safety, quality, throughput and scalability.

Skills & Experience

Essential

- Trade qualification and/or significant experience in residential/commercial construction (modular/industrialised construction highly regarded).
- Experience coordinating multiple trades and subcontractors in a production or project environment.
- Demonstrated capability in quality control, defect management, and sign-off processes.
- Sound understanding of building codes, standards and WHS requirements relevant to modular manufacture.
- Competent with basic digital tools (Procore) for documentation and reporting (photos, checklists, cloud uploads).
- White Card and relevant high-risk/work-at-heights competencies (as required).

Highly Desirable

- Knowledge of LGS framing, steel integration, precast systems, and factory-based construction.
- Experience in volumetric modular or panelised construction.

Behavioural Capabilities

- Strong leadership and authority over peers; calm, decisive and consistent.
- Highly organised with the ability to manage multiple priorities and maintain sequencing discipline.
- Excellent attention to detail, accuracy and pride in workmanship.
- Confident communicator and relationship builder with a solutions-focused mindset.
- Committed to teamwork and achieving shared goals.
- Essential mindset: can we prefabricate it, can we manufacture it in-house and can we automate it - how can we scale up.

Performance Measures

- Safety: zero notifiable incidents; proactive hazard reporting and close-out; strong housekeeping standards.
- Quality: 100% checklist/ITP completion prior to moves; defects per module; rework hours; first-pass hold-point success.
- Delivery: station cycle time achieved; on-time crane move readiness; timely constraint escalation and resolution.
- Cost/Productivity: labour vs allowance; material waste reduction; subcontractor productivity and performance.
- Documentation: photos/as-built records complete; required sign-offs captured; weights recorded and filed where required.
- DfMA and CI: implemented improvement actions; prefabrication/in-house/automation opportunities captured and actioned.

Career Pathway

This position is expected to evolve over time in response to the growth of JMB, increasing production volumes, changing project portfolios and emerging business needs. While the responsibilities outlined above form the foundation of the role, the Station Manager will also undertake additional duties as required, including involvement in strategic initiatives, mentoring, and cross-functional continuous improvement activities across the organisation.

The Position Description will be formally reviewed after 12 months to ensure it remains aligned with operational requirements, strategic objectives and the incumbent's professional development.