

POSITION TITLE: Project Manager **POSITION NO:** 2686

EMPLOYMENT TYPE: Permanent Full Time

CLASSIFICATION: Level 5 to 7 (dependant on qualifications and experience)

CERTIFIED AGREEMENT: Officers **AWARD:** QLGIA

DEPARTMENT: Infrastructure

BRANCH: Water and Wastewater

REPORTS TO: Principal Project Manager

ORGANISATIONAL VALUES: Honesty Respect Accountability Integrity Unity

1. PRIMARY ROLE

Provide technical supervision of civil works projects for the construction and maintenance of infrastructure assets, particularly water, wastewater and waste. The role is required to work across infrastructure departments where required.

2. KEY RESPONSIBILITIES

Key duties and responsibilities may include, but are not limited to:

1. Principal leadership in the development and implementation of works programs for the construction and maintenance of water, wastewater and waste assets.
2. Project management and supervision of capital works and other civil works projects.
3. Financial and progress management of civil projects and programs.
4. Technical supervision of civil engineering services in relation to preconstruction and construction activities.
5. Ensure all safety, quality and environmental aspects of projects are identified and addressed to maintain effective operation and project delivery.
6. Provide technical advice, project direction and leadership to employees to achieve the objectives of the team in the timeframe provided.
7. Provide a high level of support and technical advice to the Manager Water and Wastewater, and Manager Technical Services and Waste in the development and delivery of key objectives and plans for the department.
8. Complete additional activities and reasonable directions given by management.

3. ADDITIONAL FACTORS

- Participation in after hours and weekend work is a requirement of this position
- Working outdoors in hot conditions

4. ACADEMIC, TRADE QUALIFICATIONS AND OTHER LICENCES - MANDATORY

- Minimum requirement of a current C Class driver's licence.
- General Safety Induction for Construction Worker Certification - White Card.
- Project Management Qualifications (e.g. Advanced Diploma or willingness to undertake)
- Tertiary qualifications in relevant field (e.g. Bachelor of Civil Engineering, Project Management) (desirable)
- RPEQ membership or eligibility to obtain would be highly regarded.

5. KEY SELECTION CRITERIA

1. Substantial experience in the delivery of civil works projects involving the construction and maintenance of public assets, particularly planning, contract management and civil supervision.
2. Extensive knowledge and previous experience in the development of civil works programs and project milestone development.
3. Relevant experience in project management and contract administration relating to the maintenance of water, wastewater and waste infrastructure.
4. Well-developed communication and interpersonal skills strongly focussed on the provision of quality customer service, conflict resolution and cross collaboration.
5. Ability to supervise staff, stimulate a high level of performance and foster teamwork.

WORKPLACE HEALTH AND SAFETY

The employee will comply with their health and safety duties as detailed in the *Work Health and Safety Act 2011* and Council's Workplace Health and Safety Management System Plan. Employees will also comply with: -

- Their health and safety duties as stated in Council's procedure titled Work Health and Safety Duties and Responsibilities.
- Instructions given by the manager and/or supervisor in respect of the health and safety of themselves and other persons.

CUSTOMER SERVICE

The employee will provide excellent customer service to internal and external customers.

FRAUD, CORRUPTION AND RISK MANAGEMENT

- Report any risks identified (including fraud and corruption) in the performance of duties and responsibilities related to routine day to day activities and special projects.
- Participate and contribute to the conduct of a documented risk assessment that includes fraud and corruption prevention, evaluation, analysis and mitigation of Council's risk exposure.

INTELLECTUAL PROPERTY

Security of Council information viewed or accessed during the performance of duties is contained in the provisions of the Employee Code of Conduct. Subsequently, employees are required to ensure the security and appropriate intended use of Council information at all times.

AUTHORISATION	
General Manager Infrastructure: Aaron Meehan	Signature: 