

## Project Manager

### Position Description

<b>Directorate</b>	City Operations	<b>Department</b>	Project Development and Delivery
<b>Reports To</b>	Manager Project Development & Delivery	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services.	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level 5 - 7

#### Position Purpose

This position will provide specialist engineering advice and manage a complex portfolio of multi-facet asset class projects (i.e. Bridges, Sporting facilities) which meets the needs of Council's residents and ratepayers.

#### Key Responsibilities and Outcomes

As a Project Manager and member of the Project Development and Delivery Department you will:

- Manage a complex portfolio of multi-facet asset class projects including administration, supervision and management of contracts through stages of procurement, award, construction, defects liability and maintenance periods.
- Manage the approvals process and ability to secure approvals with minimal guidance.
- Undertake complex planning and investigation of projects including the investigation of alternate solutions, cost estimation and constructability considerations; and generate technical reports for consideration by management.
- Provide specialist engineering advice and ensure engineering works are undertaken in accordance with current construction legislation, Australian standards, Workplace Health and Safety requirements and accepted work practices.
- Manage the infrastructure design process including coordination and management of consultants to ensure projects are run to schedule.
- Resolve complex construction issues associated with multi-facet asset projects.
- Assess, recommend and reject progressive payment certificate claims made by contractors up to the accumulated value of the project.
- Ensure engineering works are undertaken safely and in accordance with relevant legislation and workplace health and safety requirements.
- Provide technical oversight, direction and guidance to the engineering team in order to achieve a high performance, continuous improvement and customer focused team culture.
- Build strong relationships with internal and external stakeholders to ensure project deliverables and outcomes are achieved

## Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**

**TEAMWORK**

**INTEGRITY**

**RESPECT**

**SUSTAINABILITY**

## Decision Making

<i>Budget</i>	\$5,000
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register.

## Knowledge & Experience

- Comprehensive experience working in a position managing complex construction projects.
- Comprehensive experience delivering construction projects with multi-facet assets such as sporting facilities, road, stormwater, fields, clubhouse buildings and community buildings and
- bridge structures requiring progressive construction certification.
- Comprehensive knowledge and application of current construction legislation, Australian
- standards, Workplace Health and Safety requirements and accepted work practices.
- Considerable experience providing specialist engineering advice on project related matters and
- the ability to present complex engineering solutions.
- Demonstrated knowledge and applied understanding of engineering principles and practices.
- Excellent time management skills and the ability to manage conflicting priorities and meet
- deadlines.
- Strong communication skills with an ability to communicate planning concepts and matters in a
- simple and concise manner (both verbally and in written form) and influence and negotiate
- project outcomes.
- Actively contribute to fostering a healthy, inclusive and well-connected workplace.

## Qualifications

- Tertiary qualification in architecture, engineering, construction management or other relevant field.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Current C class driver's licence

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*