

# Position Description

## Project Manager – Civil Works

Position Title:	Project Manager – Civil Works	Directorate:	Infrastructure and Development
Position Number:	100923	Department:	Works
Employment Status:	Full-Time	Position Type:	Indoor Employee
Employment Type:	Permanent	Location:	Work Centre
Classification Structure:	Grade 6		
Reports to:	Civil Supervisor		

### PRIMARY PURPOSE:

The primary functions of this role are to assist the Civil Supervisor in managing projects from inception, including tender documentation and assessment, contract administration including valuating of claims to works completion. As well as coordination of internal teams to manage the planning and delivery of renewal and upgrade projects for roads and stormwater infrastructure.

### ORGANISATIONAL REPORTING RELATIONSHIPS:

#### 1. Internal:

- The Project Manager – Civil Works reports to the Civil Supervisor for all operational and management matters.
- The role is a key contributor to the Works Team and will liaise with the Chief Executive Officer, Directors, Managers and all other employees of Council.

#### 2. External:

The role will liaise with external stakeholders such as members of the public, ratepayers, residents, visitors and contractors to the City of Glenorchy.

### Accountabilities And Responsibilities

<b>Project Management / Engineering</b>	<ul style="list-style-type: none"><li>▪ Plan, manage, deliver, and monitor major and minor capital works projects, with a strong focus on outcomes and effectiveness</li><li>▪ Project management related to the management of detailed engineering projects and programs</li><li>▪ Administer construction contracts and manage external contractors and internal construction teams as required.</li><li>▪ Ensuring a high level of commitment to customer service along with building and maintaining highly effective relationships with senior management, community members and external agencies</li><li>▪ Ensuring Council is compliant with legislation and regulations within the scope of the position.</li><li>▪ Participating in strategic planning for Works and Infrastructure future developments.</li></ul>
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	<ul style="list-style-type: none"> <li>▪ Being able to apply sound technical knowledge related to the design and construction of major and minor infrastructure projects including roads, footpaths, stormwater and bridges</li> <li>▪ General understanding of civil, structural, hydraulic, hydrology, geotechnical and environmental engineering parameters</li> <li>▪ The ability to assist in financial costing, budget development and monitoring, and asset management</li> <li>▪ Being a respected communicator across a range of customers including public consultation</li> <li>▪ Be a contributor to a culture of performance excellence.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Provide leadership and guidance in the delivery of projects as required by the position</li> <li>▪ Continuously review the Department's project management processes and advise and help implement improvements</li> <li>▪ Provide advice and support to others in the Department on project/contract management</li> <li>▪ Liaise with other areas of Council to further enhance and develop both the organisations and department project management processes</li> <li>▪ Develop and recognise staff and assist with the recruitment, management and implementation of learning and development plans and performance feedback</li> <li>▪ Supervise, train, and performance manage when necessary, providing two-way communication and feedback to the works unit staff.</li> <li>▪ Ensure all staff are trained to required standards to ensure they can perform their duties in a safe, effective and efficient manner.</li> </ul>
<b>Team Work and Collaboration</b>	<ul style="list-style-type: none"> <li>▪ Collaborate with all council employees and proactively share knowledge to help build and maintain skills and capability.</li> <li>▪ Perform duties in a manner that fosters cooperation and maintains positive working relationships with team members.</li> <li>▪ Show respect for others and their viewpoints, contributing to an inclusive and respectful workplace culture.</li> <li>▪ Deliver high-quality, compliant work and advice that earns trust and promotes respect from colleagues and the community.</li> <li>▪ Work collaboratively with team members and stakeholders to achieve outcomes effectively and on time.</li> <li>▪ Assist in the delivery of daily team operations, participating in team meetings, and allocating work tasks.</li> <li>▪ Contribute to an inclusive workplace culture by respecting diverse perspectives and encouraging open, constructive communication</li> <li>▪ Take ownership and responsibility for delivering activities that benefit the community and align with council goals, strategic and annual plans.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Represent the Council in a professional and positive manner</li> <li>▪ Ensure that a high standard of customer service is maintained to both internal and external customers.</li> <li>▪ Identify and contribute to opportunities for continuous improvement in service delivery.</li> </ul>

<b>Organisational Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Actively participate in professional development and training activities and contribute to the achievement of individual performance objectives.</li> <li>▪ Take ownership of work priorities to ensure tasks are completed accurately, efficiently, and to a high standard.</li> <li>▪ Ensure all assigned work is delivered within agreed timeframes, budgets, and quality expectations.</li> <li>▪ Support and promote a diverse and inclusive workplace culture that prioritises the safety and wellbeing of children, young people, the community, and employees.</li> <li>▪ Employees may be required to perform additional duties that are within the scope of their skills, competencies, and training, consistent with their classification level. These duties may be undertaken across various areas of the Council, as directed, to support organisational needs and service delivery.</li> <li>▪ This role may require reasonable after-hours activities and overtime when required by business needs.</li> </ul>
<b>Governance, Risk and Compliance</b>	<ul style="list-style-type: none"> <li>▪ Undertake all activities in accordance with Council's code of conduct, values, policies, procedures, delegations and legal obligations.</li> <li>▪ Comply with Work Health and Safety (WHS) policies, procedures and safe work practices.</li> <li>▪ Promptly report hazards, incidents, injuries or unsafe practices in accordance with Council requirements.</li> <li>▪ Ensure adherence to all relevant legislation, regulations, and organisational standards to maintain compliance with legal, safety, and certification requirements.</li> <li>▪ Proactively identify areas of non-compliance and support the implementation of corrective actions.</li> <li>▪ Maintain current knowledge and expertise in relevant fields, including awareness of industry best practices and updates to legislative and regulatory frameworks.</li> <li>▪ Monitor compliance with applicable Acts, Regulations, and standards to meet legal and certification requirements, report non-conformances and implement corrective actions as needed.</li> <li>▪ Participate in professional development and training activities and maintain up-to-date certifications and complete all mandatory compliance and training requirements.</li> </ul>

Key Selection Criteria	
<b>Essential Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Diploma of Civil Construction, Civil Engineering, Project Management or equivalent, coupled with extensive practical experience in civil construction or a related field.</li> </ul>
<b>Licences</b>	<ul style="list-style-type: none"> <li>▪ Current registration to work with vulnerable people (RWVP)</li> <li>▪ Drivers Licence</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in contract management and administration of construction projects within a public / local government authority</li> <li>▪ Knowledge and competent in work site safety e.g. high-risk construction activities, advanced traffic control and a commitment to ensure workplace health and safety.</li> <li>▪ Proven capacity to deliver projects on time and within budget to the required quality and standards.</li> </ul>

- Excellent written and verbal communication skills with proven skills in communicating with internal and external stakeholders
- Ability to use Council's computer-based software packages e.g. MS Office

## Work Environment

Glenorchy City Council is a values-based organisation, committed to attracting, recruiting, and retaining individuals who uphold our values and actively contribute to the positive culture we aspire to build.

We are dedicated to maintaining high standards of performance in all areas, particularly in relation to Community, Work Health and Safety, Diversity, and Child Safety. All employees are expected to contribute to a safe and inclusive work environment by:

- Promoting and maintaining safe working conditions and practices.
- Supporting fair and equitable access to employment, promotion, training, and personal development.
- Actively working to eliminate workplace harassment and discrimination.
- Ensuring compliance and reporting obligations to safeguard children and young people.

The behaviours and performance standards expected of all Council employees are governed by our Code of Conduct, Workplace Values, Directives and guidelines.

Please note that Glenorchy City Council is a drug, alcohol and smoke-free workplace.

## Our Values



### WE RESPECT EACH OTHER

We respect the skills, knowledge and diversity of our team mates  
Everyone is heard and is valued  
We care for the well-being and safety of each other  
We check in on each other without being prompted  
Listening and being listened to matters



### WE ARE TRUSTED

I've got your back and you've got mine  
We do what we say we will  
We are empowered  
Have honest and open conversations  
We are trusting and trustworthy  
We learn from our mistakes and share what we learn



### TOGETHER WE ARE BETTER

Robust and thoughtful decision making together  
Solving important problems together  
We reach out to others and across teams for help  
We collaborate more and handball less  
Share our skills and knowledge



### WE DELIVER

We serve and stand up for our community  
We knuckle down and focus on what matters  
We are courageous and determined to find a way  
We seek opportunities to continually improve outcomes and then we act on them

## Our Culture

This is OUR WAY to achieve results through our people and teams to make Glenorchy a better place every day.

### WE FOSTER AND MODEL A CULTURE WHERE:

We **RESPECT** others and their viewpoints as being as important as our own  
We trust and are **TRUSTED** by each other  
We know that by working **TOGETHER** we achieve better outcomes  
We take personal responsibility, and together we **DELIVER** for our community

**ACKNOWLEDGEMENT:**

I have read and agree to abide by the requirements of this position description.

Employee Name:			
Employee Signature:		Date:	