

<b>POSITION TITLE</b>	<b>Project Manager (Mareeba CBD Blueprint Design)</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Assets &amp; Projects</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGOA Level 7</b>
<b>REPORTS TO</b>	<b>Manager Assets &amp; Projects</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of capital works and major operational works programs for Council.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

This position is responsible for overseeing the delivery of integrated and multidisciplinary civil design packages for the Mareeba CBD Blueprint Project. The role involves managing specialist engineering consultants, internal and external stakeholders and providing critical recommendations to Council management at key project stages. The position is responsible for ensuring the final designs balance technical excellence, cost-effectiveness and operational practicality to meet Council's objectives of delivering construction-ready, grant-funding-suitable plans.

### Key Responsibilities

- Manage the development of design packages, ensuring recommendations at key stages reflect technical feasibility, cost-effectiveness and alignment with project objectives
- Lead the systematic review and evaluation of design options, identifying and reconciling compromises required to achieve balanced, constructible solutions
- Coordinate stakeholder engagement with the Project Steering Committee, Community Stakeholder Reference Group and Technical Working Groups to ensure design integrity and alignment with Council's goals
- Oversee the preparation of tender and contract documentation, ensuring technical accuracy and consultation with relevant stakeholders
- Conduct detailed analysis and reporting of design progress, including cost assessments and operational considerations, to inform Council management decisions
- Provide expert advice on civil design standards and documentation, incorporating requirements across disciplines such as drainage, accessibility and electrical design
- Monitor and report on project performance, ensuring milestones are met within the budget and quality expectations

- Administer contracts and ensure compliance with Council's Project Management Framework, including managing tender assessments, contract awards and assessing progress and other contractual claims as necessary
- Other reasonable duties as directed from time to time

### **Skills and Knowledge**

- Demonstrated ability to lead and manage complex, multidisciplinary civil design projects, ensuring alignment with organisational goals, project milestones and budgets
- Strong interpersonal, negotiation and communication skills, with experience in engaging diverse stakeholders and producing clear, concise reports
- Comprehensive knowledge of civil engineering design principles and standards, with expertise in drainage, accessibility and urban infrastructure
- Proven ability to evaluate design options, balancing technical requirements, cost-effectiveness and long-term operational impacts
- Proficiency in preparing and managing tender and contract documentation, including analysing submissions and making recommendations
- Advanced computer literacy, including project management and design software, and a strong analytical approach to problem-solving

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C class driver's licence
- Bachelor's degree in an engineering or similar relevant discipline
- Queensland Construction White Card, or National equivalent
- Significant achievement in the successful management of multi-disciplinary civil design projects, including preparation of construction-ready designs and contract documentation

#### ***Desirable***

- Tertiary qualifications in Project/Contract Management
- Registered Professional Engineer Queensland (RPEQ)
- Previous experience managing urban redevelopment or precinct design projects, including stakeholder engagement and negotiation
- Familiarity with standards and legislation, such as the Queensland Urban Drainage Manual and the *Disability Discrimination Act 1992 (DDA)*

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

### **Workplace Health and Safety Obligations**

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

### SCHEDULE S3

#### WHS RESPONSIBILITY STATEMENT

##### Workers

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	

Last Review Date: 13 December 2024