

Position Description

POSITION TITLE	Manager, Capital Projects
POSITION NUMBER	103108
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 8
POSITION TYPE	Fixed-Term (38 hours per week)
DIRECTORATE/PROGRAM	Roads and Infrastructure
LOCATION/S	Alice Springs with occasional travel to communities
SUPERVISOR	Deputy Chief Executive Officer
POSITIONS SUPERVISED	This position has 3 direct reports

PRIMARY OBJECTIVE

The Manager, Capital Projects is responsible for the delivery of various roads and capital projects across Council, including both grant funded and Council funded facilities capital projects in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Oversee the day-to-day delivery of the program of works for capital projects, ensuring the delivery of the projects on time and on budget.
2. Plan and implement capital and facility projects, determining construction methods, materials and quality requirement, drafting and interpreting specifications, drawings, plans, construction methods and procedures.
3. For internally managed capital projects organise the procurement and delivery of construction materials, plant and equipment and establish detailed programs for the coordination of site activities and crews.
4. Prepare project briefs, scope of works and tender documentation for a variety of capital and facility projects.
5. Lead the technical and contractual aspects of Council's capital and civil construction projects.
6. Prepare project planning schedules including identification of risks, issues and constraints and contingency plans.
7. Ensure quality control of works is maintained at all times.
8. Manage the financial side of capital projects including monitoring costs to ensure that projects can be completed within budget.
9. Maintain productive working relationships with internal and external stakeholders to ensure matters are dealt with efficiently and effectively.
10. Undertake regular site visits, compile reports and ensure contractor records are maintained, as necessary.
11. Conduct and promote safe operation of construction plant and equipment as required.
12. Be engaged in an effective and proactive health, safety and wellbeing culture.
13. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Degree in Civil Engineering with three years of experience or equivalent experience and qualification directly relevant to the position.
2. Demonstrated experience in the delivery of capital projects, and maintenance projects/programs.
3. Demonstrated competence in planning and organising work schedules and a demonstrated ability to respond to pressure in a calm manner and meet deadlines to deliver to timelines.
4. Excellent written and verbal communication skills with the ability to communicate effectively with people from diverse backgrounds utilising consultation and problem resolution techniques.
5. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
6. Knowledge of procurement processes, contract management and supervision of contracts.
7. Well-developed information technology skills including MS Office.
8. Demonstrated experience in developing and maintaining positive working relationships with stakeholders in complex cultural settings, applying practical approaches and being flexible and responsive to the needs of stakeholders.
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current Class C Licence.
11. Ochre Card.

Desirable

1. Open unrestricted manual Heavy Rigid Drivers Licence.
2. Experience or knowledge of GPS surveying.