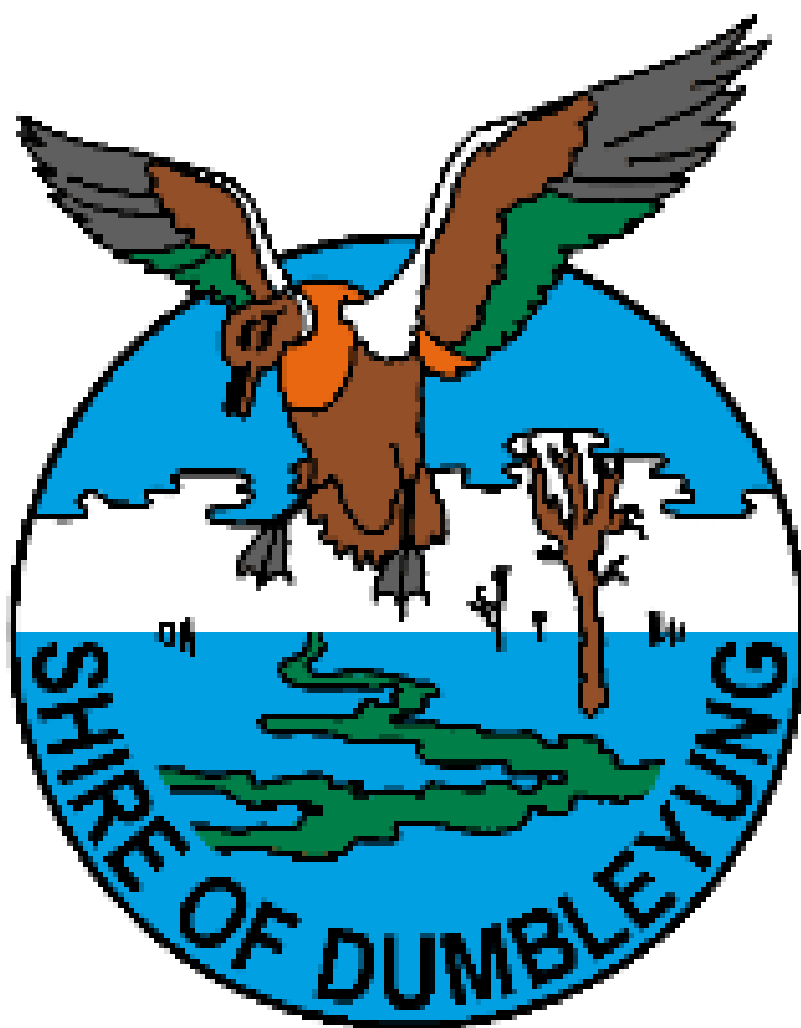


# Project Manager

## Position Description

Date last reviewed: 19 September 2025



## Level 6 – Project Manager Position Description



### 1. Incumbent

**Name:**

**Date Commenced:**

### 2. Industrial Instrument and Level

Local Government Industry Award

### 3. Position Summary

- To work cohesively with staff to provide advice, information and administration support for the Director of Infrastructure in the construction, maintenance and management of Shire assets
- To operate within the directives of the Director of Infrastructure
- Other duties as directed

### 4. Requirements of Position

#### 4.1 SKILLS

- Developed time management and organisational skills
- High developed skills with computer software
- Developed interpersonal skills
- Developed verbal and written communication skills
- Attention to detail

#### 4.2 KNOWLEDGE AND EXPERIENCE

- Sound knowledge in asset management and best practice procurement
- Sound knowledge of building maintenance practices
- Knowledge of road construction and maintenance techniques
- Knowledge of depot procedures and safety measures
- Knowledge of WHS requirements
- Experience in similar role with other Local Governments or private sector
- Knowledge of traffic management practices and standards

#### 4.3 QUALIFICATIONS AND/OR TRAINING

- Related software applications GIS, RAMM Office, RAV Mapping, IMS
- Local Government Procurement
- Report writing

## 5. Key Roles and Responsibilities

Full roles and responsibility and areas of participation are outlined in the Organisational Roles and Responsibilities Matrix that should be read in conjunction with this position description.

Participates in this function or task in some manner
Customer service focus and commitment to providing outstanding customer service
Assessment of School Bus route applications in conjunction with DOI
Participate in on-the-job & structured training
Participate in annual performance review
Research asset management technical standards as requested
WHS administrative tasks including contractor management/inductions
Facilitate building maintenance program in conjunction with DOI
Compile RFQ documentation and evaluate responses
Compile AS Contract documentation as required
Maintain road asset management data base (RAMM) with "As Constructed" data in conjunction with DOI
Prepare and submit road funding applications to State and Federal agencies in conjunction with DOI
Prepare and submit project funding acquittal documentation
Assist with the update and maintenance of FCWP and IPR documentation
Assist with preparation of budget costings and documentation related to the infrastructure department
Liaise with and coordinate contractors to deliver the annual works program under guidance from DOI
Provide support and backfill the administration team as required
Prepare Council agenda items for review that are relevant to the role
Take minutes of meetings as requested
Administration duties related to town sewerage system
Fielding calls and queries related to the infrastructure department (first point of contact for department)
Administration tasks related to works depot/department
Assist with developing/overseeing WHS related to the Shires bushfire brigades in assistance from CESM and EDO
Support DOI with administering the Shire Roads Strategy and footpath strategy including annual budget inputs

*Other activities and functions the position participates in are found in the Shire's Roles and Responsibilities Matrix, which outlines roles and responsibilities across the Organisation.*

## 6. Key Performance Requirements

- Complete assigned tasks to the directed standard in an efficient and timely manner
- Amount of work produced compared to quality and standards expected of the position
- Attitude, respect for others and response to directions given
- Care and responsibility with tasks, data and equipment
- Reliability and attendance record
- Time management
- Attention to detail

## 1. Key projects

Nil

## 2. Outcomes Required To Meet Strategic Goals

Nil

## 3. Organisational Relationships:

### 9.1 POSITION IS RESPONSIBLE TO:

Director of Infrastructure

### 9.2 POSITION SUPERVISES:

N/A

### 9.3 KEY RELATIONSHIPS:

**Internal:** Chief Executive Officer  
Director of Infrastructure  
Director of Corporate Services  
Other staff

**External:** General Public (including Ratepayers and Residents as appropriate)  
Contractors & Suppliers of goods and services

## 4. Extent of Authority

Works under the direction of Director of Infrastructure

## 5. Public Responsibilities

To promote a favourable public image of Council's personnel, operations and the Shire in general and in line with Council's Code of Conduct.

## 6. Key Selection Criteria

- Developed time management and organisational skills
- Leadership skills
- Developed interpersonal and teamwork skills
- Developed verbal and written communication skills
- Developed negotiation skills
- Proficient with software applications and data entry
- Sound knowledge of building maintenance requirements
- Knowledge of road construction and maintenance standards
- Knowledge of depot procedures and safety practices
- Knowledge of WHS requirements
- Experience in similar role with other Local Governments or private sector
- Knowledge of traffic management practices and standards
- Traffic Management Control Certificate

Employee

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

DOI

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*Signature*

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*Date*

### Position Description Review History

Created	29 March 2022	DOI
Reviewed	19 September 2025	DOI