

POSITION DESCRIPTION

POSITION: Project Manager Water & Wastewater	
DIRECTORATE: City Infrastructure	GROUP: Water and Waste Services
SECTION: Planning and Delivery	REPORTS TO: Section Leader Planning and Delivery
GRADE: I	EMPLOYMENT TYPE: Permanent Full-time
HOURS/WEEK: 35	POSITION No.: #1047 #1177 #234
DATE: February 2025	

OUR VISION

“Empowering the community and visitors to enjoy and grow our opportunities”.

OUR VALUES

We ensure that our Values are the foundation for everything we do.



Innovate

Challenge the status quo in search of better outcomes.



Collaborate

Seek to understand different perspectives to problem solving.



Accountable

Take ownership and have the courage to call things out.



Respect

Mutual respect. No time for disrespect.



Empowering

Here to make a difference.

THE DIRECTORATE

Our City Infrastructure Directorate is responsible for planning, designing, delivering, operating and maintaining transport, open space, water and waste infrastructure for our local government area and delivering civil construction projects for clients.

THE GROUP/SECTION

Water and Waste Services Group is responsible for planning, delivering and maintaining the City's water, wastewater and recycled water networks and waste processing facilities.

POSITION OBJECTIVES

Manage the City's water and wastewater capital projects effectively and efficiently from inception through to delivery. Deliver project objectives on time and within budget, while adhering to scope and meeting all applicable environmental, safety, and quality requirements.

Support the leadership team of the City of Coffs Harbour in establishing a high-performance organisation through the development of its people and processes. This approach aims to foster a culture of excellence and continuous improvement within the City.

KEY ACCOUNTABILITIES

Work Health & Safety (WHS)

Contribute to a safe working environment by:

- Demonstrating safe work place practices and behaviours and encouraging others to do the same.
- Reporting all incidents, near misses and hazards in accordance with the City's processes.
- Taking reasonable care for own health and safety and the health and safety of others in the workplace.
- Participate and contribute in WHS training and consultation as required and be supportive of the implementation and development of safe work practices.
- Compliance at all times with statutory and regulatory requirements and Australian Standards.

Customer Service

Promote a positive and professional image of the City through:

- Creating and maintaining good relationships with the Community and our stakeholder customers.
- Taking the time to understand the needs of customers and their expectations.
- Provision of clear, accurate and timely technical and general advice to Council, management, stakeholders and clients.
- Following up on both positive and negative feedback received.
- Considering customer service in all aspects of their duties.
- Continuously looking for ways to improve the level of customer service you deliver.

Community Engagement

Committed to active and appropriate engagement processes guided by the principles of:

- Informing – Giving information to the community where instructed.
- Consulting – Obtaining community feedback when requested.
- Involvement – Engaging directly with the community as directed.
- Partnership – Partnering with the community to create solutions.
- Enabling – Placing final decision making in the hands of the community and City of Coffs Harbour management



Learning and Development (L&D)

Support the City of Coffs Harbour as a high performance organisation by:

- Participating in strategic learning and development initiatives.
- Undertake and participate in L&D initiatives that directly enhance and/or improve individual performance and contribute to the City's effectiveness.
- Take individual responsibility for own learning and engage in professional development.
- Participate in learning and development activities in accordance with the City's Training plan.
- Work collaboratively with the other staff to identify training needs and appropriate solutions.

Sustainability

- Consider the interconnections between economy, society and environment and ensure sustainability.
- Incorporate the City's Sustainability Policy and Climate Change Policy into daily operations whilst applying appropriate environmental laws and the management of cultural diversity in controlling the risk of serious or irreversible impacts on the environment, society and heritage values.

Continuous Improvement

- Supporting staff and the leadership team in the implementation of new and improved business processes.
- Support organisational initiatives including business and cultural change programs that progress the organisation towards the desired state.

Organisation Support

- Support the leadership and management by:
 - Embracing the organisations vision and values, so that they are demonstrated through behaviours, actions and attitudes.
 - Ensuring all appropriate City Policies and Procedures relating to employment, including Equal Employment Opportunity, Code of Conduct and Fraud & Corruption.
 - Ensuring the WHS responsibilities of the role are undertaken in accordance with the City WHS Responsibilities Statement, WHS legislation and other City Policies and Procedures regarding WHS.
 - Ensuring business records are maintained accurately and on time, in accordance with the City's Records Management Policy.
 - Providing valued team contribution, coupled with performance and behaviours consistent with a positive and productive work environment.

KEY AREAS OF RESPONSIBILITY

- Lead the planning and implementation of water and wastewater projects from inception through to completion.
- May also assist with or lead the planning and implementation of waste, transport, open space services, and other City projects from inception through to completion.
- Develop comprehensive project plans, including schedules, budgets, and appropriate resource allocation.
- Coordinate with asset owners, internal departments, external contractors, and consultants to ensure project objectives are met.
- Monitor project progress, identify risks, and implement effective mitigation strategies.



- Prepare and present regular project status reports to stakeholders and senior management including the Capex Committee.
- Ensure detailed designs are progressed in a timely manner to ensure they are 'construction ready' and support the development of accurate cost estimates of works.
- Undertake the preparation of contract documentation, calling of tenders, and awarding of contracts to ensure contract works are undertaken in accordance with the specification, program and to budget.
- Manage expenditure and budgets, reporting and adjusting works to achieve financial goals and agreed levels of service whilst minimising lifecycle costs.
- Driving innovation and compliance for water and wastewater services.
- Provide professional advice and information to other Section within the City.
- Consider whether decisions or actions will have a negative impact on the environment or the community, either now or in the future.
- To apply environmental laws and associated systems and processes to control the risk of serious or irreversible impact on the environment.
- Ensure compliance with regulatory standards, health, safety, and environmental requirements.
- Undertake other tasks/duties as directed by your leader – that are within the skills, capability and training of the employee.

KEY RELATIONSHIPS

Internal

- Senior Leadership Team
- Section Leader Planning and Delivery
- Section Leader Water & Wastewater Services
- Asset Services Section
- Coastal Works
- Other Operational and City Sections.

External

- Australian and NSW Government Agencies.
- External consultants, contractors and professionals.

OTHER POSITION REQUIREMENTS

- Based on a 35 hour week, days of work are Monday to Friday between the hours of 6:00 to 19:00 as arranged between the employee and people leader.
- Flex time may be available in accordance with City procedures.
- Work may be required to be undertaken outside of ordinary working hours as agreed with the People Leader. Payment will be in accordance with the Award and the City's Enterprise Agreement (EA).
- Subject to operational requirements you may be required to be on-call outside of normal hours, with payment as per the Award.
- The following allowances apply where the position requirements and/or nature of work meet the criteria for payment in accordance with the Award or the City's EA:
 - Civil Liability allowance
 - Travelling allowance.
- This position is delegated with certain powers, authorities, duties and functions under the City's Delegations of Authority in accordance with the Local Government Act.
- This position will require the employee to undertake other tasks/duties as directed by the people leader – that are within the skills, capability and training of the incumbent.
- This position is located at Yarrila Place, 27 Gordon Street, Coffs Harbour with the requirement to attend and/or work at other sites/locations having regard to the nature of the role.
- This position may on occasions be required to work outside of the City area for extended periods. Appropriate allowances or reimbursement will be provided.
- This position involves working in a predominantly indoor environment and using a computer is considered a core component of the role. There may be occasional visits to other work locations. The position requires an average level of aerobic and physical fitness to undertake occasional physical activities, including manual handling tasks as part of a normal working environment. A medical assessment will be required to be completed prior to commencement.

QUALIFICATIONS/LICENCES/EXPERIENCE

Essential

- Tertiary qualification in engineering, construction management, project management or equivalent related disciplines
- Significant experience in civil construction, project management or delivery of water and wastewater infrastructure assets
- National Construction Industry Induction Certification (Whitecard)
- Current Class C Drivers Licence.

Desirable

- Eligibility for full membership of Engineers Australia, the Project Management Institute or equivalent professional body.

CAPABILITIES

- Demonstrated experience in managing capital works and infrastructure projects.
- Demonstrated experience in cost control, budgeting and sound financial management.
- Demonstrated knowledge and capability in contract administration, supervision of contractors and overseeing project delivery within applicable quality, environmental and safety requirements.
- Demonstrated high level interpersonal skills with proven strengths in negotiation, relationship management, conflict resolution and stakeholder management.
- Demonstrated high level communications skills both written and verbal with proven strengths in providing clear instructions, ideas and status updates.
- Demonstrated computer literacy with intermediate skills in MS Office, MS Project and information management.
- Demonstrated organisational and time management skills.
- Ability to maintain confidentiality.
- Ability to handle sensitive information with discretion and integrity.
- Ability to work well under pressure i.e., prioritise tasks, manage time effectively and adapt to change maintaining a calm demeanour.

Position Demands Analysis

Project Manager Water and Wastewater

EXPOSURE RATING TABLE			
No exposure	Low Exposure	Medium Exposure	High Exposure
0 hrs daily	0-2 hrs daily	2-4 hrs daily	4-8 hrs daily
0	1	2	3

PHYSICAL REQUIREMENTS					
Sedentary work lifting 0-4.5kg	0	Elevating arms above shoulder height	0	Climbing to access / exit excavations	0
Light work lifting 4.5-9.1kg	0	Extend arms for reaching	0	Kneeling for extended periods	0
Medium work lifting 9.1-22.7kg	0	Sitting for extended periods	3	Crawling	0
Heavy work lifting 22.7-45.5kg	0	Standing for extended periods	1	Balancing	0
		Walking for extended periods	0	Hearing above background noise	1
Repetitive Lifting	0	Walking on uneven ground	1	Depth perception	2
Pulling Loads > 5kg	0	Frequent bending / stooping	0	Colour vision	3
Pushing loads > 5kg	0	Shovelling / digging	0	Fine manipulation	3
Lifting with trunk twisting	0	Throwing	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT					
Safety boots / shoes	1	Dust Mask / Respirator	1	Reflective vest	1
Hard hat	1	Protective eyewear	1	Breathing Apparatus (BA)	0
Ear plugs / muffs	1	Gloves	0		
EXPOSURES					
CHEMICALS		CHEMICAL NAME/TYPE		BIOLOGICAL	
Dusts	1			Odours	1
Liquids	0			Mists / Fumes	0
Herbicide spraying	0			Possible exposure to sharps	0
Pesticide spraying	0			Possible exposure to Tetanus	0
Gases / Vapours	0			Possible exposure to Hepatitis A, B, C	0
Working with solvents	0			Possible exposure to blood / bodily fluids	0
				Possible exposure to plant pathogens	0
PHYSICAL/PSYCHOLOGICAL					
Inside work	3	Working near machinery	1	Slippery surfaces	0
Outside work	1	Operating machinery	0	Low light areas	0
Confined spaces	0	Vibration	0	Shift work	0
Working alone	1	Working at heights	0	Use of computer for screen based activities	3
Working with hot substances	0	High Temperatures > 38 degrees	0	Prolonged Driving (periods > 2hrs)	0
Working with cold substances	0	Low Temps < 3 degrees	0	Violence / aggression from customers	0
Noisy work areas	1	Fatigue	0	Violence / aggression from animals / wildlife	0