

Project Manager / Engineer

Position Outline

Position	Project Manager/ Engineer
Work Location	23 West Street, Council's Administration Building
Directorate	Infrastructure Services
Section	Major Projects
Reports to	Manager Major Projects
Annual Salary Band	\$112,718.28 - \$129,876.21
Classification	Level 6-7, Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

The Project Manager/Engineer is responsible for planning, coordinating and delivering a diverse range of engineering and infrastructure projects across Council's business units and programs. The position works collaboratively with internal and external stakeholders to define project scope, develop project documentation, manage resources, monitor risks, budgets and timeframes, and ensure projects are delivered to agreed quality, governance and customer service standards.

The role determines and manages the technical approach for assigned projects, maintains effective communication and working relationships with project teams and stakeholders, and supports the successful delivery of Council's Capital Works Program. The position is also responsible for coordinating Cultural Heritage and Native Title matters associated with Council projects, including negotiating and facilitating agreed ILUA (Indigenous Land Usage Agreement) requirements, clearances and agreements with Traditional Owners and Native Title claimants to enable works to proceed appropriately and in accordance with relevant obligations.

POSITION REQUIREMENTS

Skills, Knowledge and Experience

- High level leadership, negotiation, consultation and conflict resolution skills, with the ability to coordinate project teams, influence outcomes and build effective working relationships with contractors, consultants, internal stakeholders, public officials, Traditional Owners and the community.
- High level written, verbal, interpersonal and customer service skills, including the ability to prepare clear project briefs, reports, correspondence, Council reports and presentations.
- Ability to interpret technical drawings, specifications, procedures, contract documentation and engineering information for project customers, contractors, public officials and other personnel.
- High level understanding of project management principles, including project scoping, scheduling, risk management, governance, procurement, contract administration, budget management, financial monitoring and performance reporting.
- Sound knowledge of contract standards, engineering codes, construction practices, relevant legislation, Australian Standards, environmental requirements and local government processes.

- Ability to work effectively in a multi-faceted team environment, manage competing priorities, solve complex problems and deliver outcomes across multiple projects.
- High level of confidentiality, professional integrity and discretion when managing sensitive project, commercial, Cultural Heritage and stakeholder information.
- High level computer literacy, including proficiency in Microsoft Office applications and the ability to effectively use Council's corporate, project management, financial, procurement and records management systems.

Qualifications and/or Experience

- Possess as a minimum Bachelor of Project Management, Architecture, Construction Management, Civil/ Engineering qualifications or similar.
- Have had four (4) years of full-time experience delivering projects that includes design & contract management of public domain/ building/ civil/ water & sewer Services engineering projects.
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to officially commencing in the role.
- Possession of a current WH&S Construction White Card.

KEY RESPONSIBILITIES

Responsibilities

- Identify, scope, plan, coordinate and deliver building, civil, water, sewerage and other infrastructure projects in consultation with internal and external stakeholders.
- Develop project scopes, briefs, schedules, budgets, risk assessments, procurement plans and project management documentation to support effective project delivery.
- Coordinate project teams, staff, consultants, contractors, vendors and stakeholders to ensure roles, responsibilities, reporting requirements and deliverables are clearly defined and achieved.
- Monitor project progress, budgets, risks, issues, scope changes and contingencies, and implement corrective actions to support delivery within agreed timeframes, budgets and quality standards.
- Determine and manage the technical approach for assigned projects, including review of designs, specifications, construction methodologies, approvals and project documentation.
- Prepare and present technical reports, project updates, briefing notes, business cases, financial status reports and other documentation for steering committees, Executive and Council as required.
- Administer contracts, coordinate procurement activity, monitor compliance with contract conditions and Council policies, issue instructions and notices where required, and prepare relevant contract certificates and payment documentation.
- Ensure projects comply with relevant Local, State and Federal legislation, engineering standards, environmental requirements, risk management obligations, workplace health and safety requirements and Council policies and procedures.
- Manage Cultural Heritage and Native Title matters associated with assigned projects, including negotiation and coordination of relevant ILUA requirements, clearances and agreements with Traditional Owners and Native Title claimants.
- Provide leadership, guidance, mentoring and technical support to project team members, operational staff and other Council sections, supporting a safe, accountable and service-focused work culture.
- Maintain effective communication and professional working relationships with customers, contractors, consultants, community representatives, Council departments and other stakeholders.
- Respond to enquiries, requests, concerns and disputes in a timely, professional and solution-focused manner consistent with Council expectations and guidelines.

- Protect confidential information relating to Council projects, commercial matters, Cultural Heritage processes and the Capital Works Program.
- Assist the Manager Major Projects and undertake other duties within the scope of the position as directed.

Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Projects are planned, delivered and closed out within agreed scope, timeframes, budgets, quality standards and governance requirements.
- Professional and technical advice is provided in accordance with relevant legislation, Australian Standards, engineering codes, contract requirements, Council policies and recognised industry practice.
- Project scopes, briefs, schedules, budgets, risk assessments, procurement documentation, reports and records are accurate, complete and maintained in Council's corporate systems.
- Regular, accurate and timely performance, financial and risk reporting is provided to the Manager Major Projects, steering committees, Executive and Council as required.
- Project budgets, forecasts, procurement activities, payment claims and contract administration requirements are managed effectively and within approved delegations and financial constraints.
- Cultural Heritage, Native Title, environmental, risk management and workplace health and safety requirements are identified, coordinated and complied with for assigned projects.
- Project teams, staff, consultants and contractors are effectively coordinated, supported and held accountable for agreed deliverables, safety obligations and performance expectations.
- Internal and external customers, Traditional Owners, contractors, consultants, Council departments and community stakeholders receive timely, professional and solution-focused communication and service.
- Confidential, commercial, Cultural Heritage and stakeholder information is managed with integrity, discretion and in accordance with Council requirements.
- Council's Corporate and Operational Plan objectives, policies, procedures and values of Integrity, Service and Accountability are demonstrated through project delivery and stakeholder interactions.
- Other targets and performance expectations outlined in the annual Performance Review are achieved.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>;
or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	7 February 2025
Review Date	
Contact	Human Resources 07 4747 3389
Closing date	11 th August 2026