

# Role Description

## Water and Sewer Construction Manager



<b>Title</b>	Water and Sewer Construction Manager
<b>Classification/Grade/Band</b>	Band 3 Level 3
<b>Group/Unit/Section</b>	Water and Sewer / Assets and Projects / Asset Delivery
<b>Reports to</b>	Lead Delivery Manager

### Vision

A vibrant and sustainable Central Coast.

### Purpose

To provide valuable services that strengthens and supports the Central Coast Community.

### Values

Decisions, actions and behaviours are governed by our Corporate Values; Serve, Collaborate, Improve, Be Your Best and Be Positive. All employees have a responsibility to uphold and champion these values.

### Primary Role Statement

In contributing to the overarching vision and purpose, the role of Water and Sewer Construction Manager is responsible for leading the construction teams to deliver infrastructure projects to comply with standards and organisational objectives.

The position of Water and Sewer Construction Manager is required to provide quality customer service and create value for the community.

### Key Duties and Responsibilities

- Coordinate construction team, manage allocation of resources
- Liaise with Project Managers and Stakeholders to ensure that systems are handed over in accordance with all procedures and plans.



- Direct responsibility for management and delivery of a wide range of projects including capital works and operational projects
- Provide contract management including the full range of contracting functions such as preparation, tendering, tender evaluation, management of contractors and consultants, project handover, overseeing implementation and defects liability management.
- Develop project plans for the delivery of each project including defining projects, developing work breakdown structures cost estimates, progress reporting and overseeing implementation
- Meet or exceed the requirements for safety, quality, cost and schedule and provide monthly status reports.
- Facilitate the successful execution of the tasks of the construction team by providing the tools, services, support, advice and training.
- Provide leadership, direction and motivation of the construction team, and coordinate between it and other functions within the project management organisation.
- Ensure adherence and oversee the Construction Safety Management Plan (CSMP) and the Construction Environment Management Plan Guidelines (CEMPG).
- Ensure that project quality objectives and requirements are met.
- Review construction progress and exceptions to determine appropriate interventions, as related to budget, schedule and quality.
- Perform any other duties, tasks or projects the employer may assign, having regard to the incumbent's skills, training and experience.

### **Authority and Accountability**

- Take care of your own health and safety and that of others. Comply with any reasonable instructions and apply Council's Safe Systems of Work consistent with the Responsibilities, Authorities and Accountabilities of your role;
- The Water and Sewer Construction Manager may work away from Council premises and is required to make autonomous decisions usually influenced only by Council policy, the situation and relevant legislative framework. Independent action is required;
- Decisions affect the work and activities of others within the Unit;
- The work of the Water and Sewer Construction Manager influences the community within a specified service line through the application of technical skill or application of regulatory requirements;



- The Water and Sewer Construction Manager is involved in the development and maintenance of appropriate safety or other standards, or provides instruction and/or training concerning such standards;
- Develops a complete budget for a section or a specific project. Responsible for costing resources/time/people and materials.
- Monitor budgetary spending within work area, against pre- determined targets. Weigh up options on a cost basis in order to make recommendations and continuously look for greater efficiency within work area.

### Personal Attributes

- Give frank and honest feedback/ advice and seek to listen and understand when ideas are challenged;
- Represent the organisation honestly, ethically and professionally and encourage others to do so;
- Demonstrate a high level of personal motivation, take opportunities to learn new skills, develop strengths and examine and reflect on own performance;
- Support initiatives that create an environment where diversity is valued.

### Interpersonal Skills

- Write fluently in a range of styles and formats and tailor communication to the audience;
- Identify customer service needs, understand customer perspectives and implement responsive solutions.
- Build cooperation and overcome barriers to information sharing and communication across teams/ units;
- Lead and facilitate productive discussions with staff and stakeholders, encouraging others to talk, share and debate ideas.

### Business Enablers and Technical Skills



- Provide guidance, coaching and engage staff in change process and recognise cultural barriers that undermine change;
- Use expertise and seek others assistance to achieve work outcomes;
- Ensure current work plans and activities support and are consistent with organisational change initiatives;
- Research and analyse information, identify interrelationships and make recommendations based on relevant evidence;
- Ensure that actions of self and others are focused on achieving organisational outcomes;
- Take account of financial implications and return on investment when planning financial transactions;
- Support compliance with records, information and knowledge management requirements of the organization;
- Be aware of procurement and contract management risks and actions to mitigate these;
- Evaluate progress and identify improvements for future projects.

### **Team Work**

- Ensure team objectives achieve business outcomes that align with organisational policies;
- Plan and monitor resource allocation effectively to achieve team objectives.

### **QUALIFICATIONS**

#### **Essential**

- Bachelor Degree in Engineering, Construction Management, Project Management or related field. OR demonstrated solid contemporary experience in a similar role, combined with ongoing professional development;
- Current Class C Driver's Licence

#### **Desirable**



- Post Graduate Certificate in Project management or Construction Management.

## EXPERIENCE

- Demonstrated, relevant experience in a construction focused role
- Previous experience in the successful delivery of a range of infrastructure and/or service projects
- Previous experience and skills in motivating, leading and supporting employees and coordinating the activities of a multi-disciplinary team to achieve outcomes
- Local Government working experience with a knowledge of the Local Government Act and other relevant legislation
- Project/Construction Management experience in projects of significant complexity with a political environment with differing stakeholders
- Previous exposure to multi-disciplinary projects

## Key Relationships

Internal	External
Unit Managers	Community
Council employees	Industry representatives and associations
	Vendors

