

POSITION DESCRIPTION

Position Title	Project Manager – Civil and Road Infrastructure
Directorate	Infrastructure Services
Classification	Level 6 (Municipal Officer) ASTC EA
Position Number	P3301
Responsible to	Manager Projects and Developments
Position status	Permanent - Full Time
Position Description Approved	 Date:16/9/2026

Primary Objective

The Project Manager – Civil and Road Infrastructure, is responsible for the end-to-end delivery of Council's civil infrastructure and road network projects and maintenance programs, including planning, design, procurement, construction and contract administration. The role ensures projects and maintenance programs achieve intended outcomes, represent value for money, and meet Council's strategic, operational and community expectations while effectively managing risks, stakeholders and compliance requirements.

Key Responsibilities

- Manage the delivery of assigned civil infrastructure activities such as construction and maintenance projects and programs. Undertake estimating, procurement management activities and oversee the operational management of civil construction works through to completion.
- Undertake project management activities including site investigations, surveys, preparation of design plans, specifications, cost estimates and contract documentation.
- Administer contracts and manage contractor performance to ensure works are delivered in accordance with specifications, timelines, budget and quality standards. Undertake delegated contractual responsibilities throughout the project/contract life cycle.
- Manage project budgets and expenditure, contributing to cost control, forecasting and financial accountability.
- Provide technical and professional advice and recommendations on road reserve development and civil infrastructure delivery, including assessment of proposals and compliance with relevant standards and legislation. Coordinate relevant permit approvals for works within the road reserve.
- Prepare reports, briefings and updates for senior management and Elected Members as required.
- Liaise and negotiate with internal and external stakeholders, including Council staff, Elected Members, contractors, consultants, government agencies and community members to achieve project outcomes.
- Ensure compliance with relevant legislation, standards, Council policies and WHS requirements across all project activities.
- Maintain accurate project and maintenance records, registers and documentation to support governance, audit and reporting requirements.
- Coordinate procurement processes including tenders and requests for quotation in accordance with Council policies and procedures.
- Respond to enquiries regarding Council related projects and associated programs of works.
- Inspect works and monitor site activities to ensure compliance with design specifications, safety standards and regulatory and Council requirements.
- Contribute to the development and improvement of policies, procedures and systems relating to infrastructure delivery, traffic, signage and verge development and management.

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- Identify opportunities to improve project delivery processes, systems and operational efficiency across the Directorate.
- Coordinate and oversee the delivery of road maintenance and civil infrastructure repair works in collaboration with Council's operational teams
- Take reasonable care for your own health and safety, as well as that of others.
- Follow health and safety instructions and comply with relevant workplace policies, procedures, and emergency protocols.
- Use personal protective equipment and operate machinery, plant, and vehicles safely.
- Report hazards, incidents, accidents, and near-misses to your Manager/Supervisor promptly.
- Perform other duties that are within the employee's skills, competence, training, and classification level as reasonably directed.

Qualifications

- Tertiary qualification in Civil Engineering, Construction Management, Project Management, or a related discipline – or extensive experience related to the position.
- Current National Criminal History Check (less than 6 months old).
- Current C Class Driver Licence (NT or equivalent).

Selection Criteria

Essential

1. Demonstrated experience in the planning, delivery and management of civil infrastructure, road network and capital works projects and maintenance programs.
2. Demonstrated experience in road construction and maintenance, including an understanding of pavement, drainage, traffic management and asset renewal practices.
3. Demonstrated ability to coordinate and deliver all phases of civil infrastructure projects with a high level of independence, accountability and professional judgement, including project planning, investigation, design, specification development and contract administration.
4. Proven ability to manage contractors, consultants, project performance and budgets to achieve scope, time, cost, quality and safety objectives.
5. Well-developed communication and interpersonal skills, including the ability to prepare reports, tender documentation and technical correspondence, and to influence, negotiate and build effective relationships with a diverse range of stakeholders.
6. Demonstrated experience reviewing and implementing Traffic Guidance Schemes and Traffic Management Plans, with a sound understanding of relevant legislation, standards and compliance requirements.
7. Strong analytical, problem-solving and organisational skills, including the ability to manage competing priorities, exercise sound judgement and deliver outcomes within required timeframes.
8. Demonstrated ability to work independently and collaboratively within a multidisciplinary team environment, with proficiency in relevant software applications including Microsoft Office, Microsoft Project, AutoCAD and associated systems.

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Desirable

1. Traffic Management License (Workzone Traffic Management (WZTM) or Temporary Traffic Management (TTM)).
2. Construction White Card (NT)
3. Experience working within the regulatory framework of Local Government.
4. Knowledge of Alice Springs and its operational environment, infrastructure needs, and community priorities.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Employee Name _____ ::FIRSTNAME:: ::LASTNAME:: _____

Signature _____ ::SIGNATURE:: _____ Date _____