

# Position Description

<b>POSITION TITLE</b>	Capital Projects Coordinator
<b>POSITION NUMBER</b>	103135
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	CDRC Enterprise Agreement – Level 6
<b>Position Type</b>	Casual
<b>DIRECTORATE/PROGRAM</b>	Roads & Infrastructure
<b>LOCATION/S</b>	Alice Springs
<b>SUPERVISOR</b>	Capital Project Manager/Civil Engineering Technician
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

The Project Coordinator, Capital Projects is responsible for contributing to the delivery of various infrastructure upgrade projects across the Council. Typical works could include the construction and upgrade of roads, buildings, parks and other infrastructure works in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

## Key Duties and Responsibilities

1. Coordinate delivery and administration of roads and capital projects for the Council.
2. Manage allocated tasks on Roads and Capital projects and contracts for the Council.
3. Assist in the management of contracts, recommend payments and provide contract supervision for projects.
4. Undertake site visits, compile draft reports and ensure contractor records are maintained. This will include driving to project sites and meetings with stakeholders.
5. Prepare project planning schedules.
6. Coordinate in managing project budgets including control of expenditure and contract payments.
7. Ensure Work Health and Safety standards are met on all projects undertaken within the scope of this position.
8. Prepare scope of works, tender documentation and quotation requests for a variety of projects.
9. Be engaged in an effective and proactive health, safety and wellbeing culture.
10. Any other reasonable duties delegated by the Manager, which are within level.

## SELECTION CRITERIA

### Essential

1. Diploma in civil engineering or related discipline, or equivalent experience directly relevant to the position.
2. Sound knowledge and relevant experience in infrastructure construction, and maintenance.
3. Knowledge of procurement process, contract management and supervision of contracts, with ability to interpret and apply legislation, policies, technical and business reports and WHS conditions.
4. Well-developed information technology skills including MS Office and substantial knowledge of computer based design programs including AutoCAD
5. Excellent written, analytical and verbal communication skills with the ability to work across all levels within the business and build and maintain working relationships with all stakeholders, in client -focussed and cross-cultural environment.
6. Ability to apply effective, practical approaches to issues, and be flexible and responsive to the needs of stakeholders.
7. Excellent planning and time management skills with an ability to respond to pressure in calm manner and meet deadlines.
8. An awareness of the socio-economic factors affecting Aboriginal people in remote locations
9. Current Class C Licence.
10. Ochre Card.