

JOB PROFILE FORM



1. JOB DETAILS

WAP (Admin ONLY):

Position Title: Project Manager

Team: Mechanical and Electrical Projects

Division: Asset Delivery

Group: Asset Services

Reports to (Name / Title): Manager Mechanical and Electrical Projects

Number of Direct Reports: 0

2. WHAT DOES THIS JOB DO?

Job Purpose:

As part of the Mechanical and Electrical Projects team you will help deliver on the teams' purpose: safely and efficiently delivering projects in accordance with the relevant standards, timeframes and budgets while ensuring projects satisfy customer, environmental, safety and regulatory requirements.

To achieve this, you will be required to ensure efficient, effective management systems are in place to deliver safely water, sewer and treatment plants M&E projects on time, budget and with the highest quality.

Responsibilities:

- Project manage the delivery of M&E projects from design through to commissioning, in line with YVW's policies, procedures, business rules, priorities and expected behaviours
- Demonstrate a personal commitment and proactive approach towards upholding the organisation's values and culture as outlined in the Our Way document
- Carry out all work in such a way as to protect their own health and safety and that of their fellow workers, contractors and public
- Liaise with stakeholders, including members of the public, on project related issues.
- Be responsible for the development of project management plans, particularly project audit plans to meet the Capital Delivery Process
- Be competent in Design and Construction Project and Contract Management
- Review, and provide comment on, the design of assets
- Initiate audit observations and corrective actions
- Provide accurate project status and financial reports in a timely manner as required
- Contribute to the ongoing improvement of procedures and practices of the Team and the Division.
- Work closely with internal teams and delivery partners to manage and close M&E hazards.
- Liaise with staff from Delivery Performance, M&E Planning, Asset Operations, and other areas of the business as required
- Develop and maintain working relationships with delivery partners and external customers
- Liaise with Councils and Government Departments as required

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3. WHAT ATTRIBUTES ARE REQUIRED TO UNDERTAKE THIS JOB?

3A. WHAT KEY SKILLS OR EXPERIENCES ARE REQUIRED TO COMPLETE THIS JOB?

Skill/ Experience	Level of Skill/ Experience i.e. Basic / intermediate/ Advanced	Years of Experience (optional)
Knowledge of and the ability to apply the principles of project management, contract management and tendering procedures	Intermediate/advanced	Not specified
Extensive knowledge, experience and demonstrated competency in Quality Assurance principles, standards and applied practices.	Basic	Not specified
Demonstrated understanding of water supply and sewer systems	Intermediate	Not specified
Demonstrated interpersonal and negotiation skills in dealing with multiple stakeholders	Intermediate/advanced	Not specified
Excellent time management skills	Intermediate	Not specified
Excellent verbal and written communication skills	Advanced	Not specified
Understanding of design, construction of mechanical and electrical projects	Intermediate	Not specified
Demonstrated customer engagement experience	Intermediate	Not specified
General knowledge of Construction and Maintenance Contracts, including contractual obligations, performance standards, and technical and safety requirements.	Intermediate	Not specified

3B. WHAT DEVELOPMENT BUILDS THE CAPABILITY FOR THIS ROLE?

	Mandatory/ Highly Desirable/ Suggested?	Method of Training (e.g. certificate, ticket, observation, on-the-job etc....)	Renewal Required (Y/N/Unsure)	Renewal Frequency (e.g. Never, 1 year, 5 years etc....)
Qualifications / Certificates				
Degree in Engineering (Preference to Mechanical, Electrical)	Mandatory	Degree	No	
Construction Industry Induction Card OHS Induction Card (White card)	Mandatory	Certificate	No	
Maximo Training	Desired	Internal Course	No	
HACCP – Drinking Water Training	Desired	Internal Course	No	
Contract Management	Highly desired	External Course	No	

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Project Management	Highly desired	External Course	No	
Negotiation Skills	Highly desired	External Course	No	
Confined Space Awareness	Highly desired	External Course	No	
Falling from Heights	Highly desired	External Course	No	
Environmental Management	Highly desired	External Course	No	
Traffic Management	Highly desired	External Course	No	

3C. WHAT ARE THE CRITICAL PERSONAL ATTRIBUTES REQUIRED FOR THIS JOB?

Personal Attributes <i>i.e., such as resilience, emotional intelligence</i>	<ul style="list-style-type: none"> • Strong attention to detail • High analytical skills • Strong stakeholder management and relationship focused. • Delivery and outcome focused • Constructive and positive approach • Adaptable and flexible • Deep Listening skills and Collaborative team player
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3D. WHAT ARE THE KEY PHYSICAL, OR ENVIRONMENTAL REQUIREMENTS OF THE ROLE?

Key requirements <i>i.e. required to lift heavy boxes</i> <i>Note: some field-based roles will need to complete additional requirements for the role (Complete this form here)</i>	This role is primarily on-site, with some hybrid flexibility depending on business needs. It involves regular in-person engagement with stakeholders, leaders, and impacted teams at the Mitcham office and various external locations (e.g., treatment plants or other operational sites). These site visits are essential for building a deep understanding of the YVW business and fostering strong, effective relationships.
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5. WHAT CAREER PATH IS POSSIBLE IN THIS ROLE

Role before (Name, Team, Division)	Asset Creation or MP Project Manager, Asset Integration Project Manager, Mechanical & Electrical Planning Engineer, Treatment Plant Planning Engineer
Role after (Name, Team, Division)	Senior Project Manager/Team Leader/Divisional Manager