



CERTIFIED | EXPERIENCED | ENGINEERING



## POSITION DESCRIPTION

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**Position title:**  
Project Manager

**Reports to:**  
Operational Support Team Lead

**Employment type:**  
Full-time

**Date:**  
January 2024

CIVIL ⚙️ STRUCTURAL ⚙️ MECHANICAL ⚙️ ELECTRICAL ⚙️ DESIGN + DRAFTING ⚙️ CONTROL SYSTEMS ⚙️ OPERATIONAL SUPPORT

[waterlineprojects.com](http://waterlineprojects.com)   



# POSITION DESCRIPTION

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| <b>POSITION TITLE:</b><br><b>PROJECT MANAGER</b>  | <b>REPORTS TO:</b><br><b>OPERATIONAL SUPPORT TEAM LEAD</b><br><br>Or such other person/s as the company may nominate from time to time.  |
| <b>POSITION SUMMARY</b>   |  |
| <p>A Project Manager will manage a number of jobs and projects including the schedule, the budget and the issues and risks of the project. It's their job to make sure the project is well-organised and that it runs smoothly. This can include communicating with various stakeholders in the organisation and externally) to make sure everyone is across the scope and deliverables for the project. Communication is critical for successful project management to ensure that issues are brought to the forefront and Waterline delivers on it's commitments.</p> |  |
| <b>POSITION DETAILS</b>   | <i>Description of duties and responsibilities</i>  |
| <b>PROJECT MANAGEMENT</b>   | <ul style="list-style-type: none"> <li>• Manage requests/communications for engineering/drafting projects</li> <li>• Develops, maintains, monitors and approves project plans, work hours, resource-loaded schedules, scopes, and budgets and expenditures.</li> <li>• Leading, documenting and following up on important actions and decisions from meetings in meeting minutes and action registers</li> <li>• Ensuring project deadlines are met and communicated with the client. If deadlines are not able to be met, ensuring the client is aware as soon as reasonably practicable</li> <li>• Non-technical project coordination Interface between the client and the project team.</li> <li>• Data entry.</li> <li>• Fostering relationships with clients to identify future work.</li> <li>• Independently apply extensive and diverse knowledge of project management.</li> <li>• Modify or extend accepted theories and practices of engineering to complete assignments.</li> <li>• Leads tasks and projects with complex scopes.</li> <li>• Performs basic schedule analysis and assessment of project risks.</li> <li>• Supervises all staff necessary to complete assignments.</li> </ul> |
| <b>DOCUMENT CONTROL AND GENERAL</b>   | <ul style="list-style-type: none"> <li>• Ensuring documents are up to date and in alignment with Waterline standards and styles</li> <li>• Amending/drafting documents/processes where required</li> <li>• Understanding of client businesses, systems and processes</li> <li>• Understands and acts on the project value drivers to the business (GP, Overheads, Utilisation, Cashflow, Forecasting &amp; Payment Terms, Invoicing)</li> <li>• Champion of the Waterline business and the value it can deliver clients</li> </ul>   |
| <b>AS WELL AS ANY OTHER TASK OR DUTIES FOR WHICH YOU MAY HAVE THE SKILL, KNOWLEDGE AND/OR TRAINING THAT IS REQUIRED OF YOU FROM TIME TO TIME</b>  |  |
| <b>ESSENTIAL QUALIFICATION/S AND EXPERIENCE</b>   |  |



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| <b>QUALIFICATION/S</b>   | <b>Experience</b>  |
| <ul style="list-style-type: none"> <li>• <b>DIPLOMA OF PROJECT MANAGEMENT OR EQUIVALENT</b></li> </ul> | <ul style="list-style-type: none"> <li>• 5+ Years of Experience in Projects</li> </ul> |

**ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS AND ATTRIBUTES)**

- Identify improvements to internal processes associated with project management
- Champion Waterline processes, policies and procedures across the business
- Advanced scheduling for large internal and external projects
- Identify, document and manage project risks
- Continual and consistent communication with Team Lead on progress of projects
- Manage the interactions between resources across disciplines on projects
- Assist project co-ordinators with issues and concerns on their projects
- Conducts project financial evaluations including NPV, ROI and IRR for internal and client projects
- Appropriately escalates concerns with projects that cannot be resolved
- Project cost control design and implementation
- Receives direction on key objectives.
- Receives guidance, when necessary, on unconventional/complex problems, direction on conflicting criteria.
- Provides supervision and mentoring to peers and engineers in other discipline teams in line with Waterline policies and procedures.
- Demonstrates professional attitudes relevant to the practice of project management, including flexibility, and dependability.
- Possesses advanced oral and written communication skills, including interpretation of complex technical and contractual language.
- Considers the needs of diverse project stakeholders.
- Leads project meetings and represents the organisation in communications pertaining to broad aspects of engineering assignments.
- Analyses and selects principles of formal communication, effective teamwork, and various pathways to developing leadership.
- Sustains a diverse and inclusive team culture.

**ESSENTIAL BEHAVIOURS**

- Your behaviour must be consistent with waterline’s values:
- **Driven – approach with enthusiasm**
    - Strive to deliver quality results with enthusiasm
    - Honour your commitments
  - **Authentic – what you see is what you get**
    - Be true to yourself and each other
  - **Empathetic – put yourself in their boots**
    - Appreciate the realities of being on site
    - Care about our clients, colleagues, and communities we live and work in
  - **Supportive – got your back**
    - Share the load for our collective success
    - Act as an extension to each other’s teams
    - Support each other in our work and personal lives

**KEY RELATIONSHIP WITH**

|   |   |
|---|---|
| <b>INTERNAL:</b>  | <b>EXTERNAL:</b>  |
| <ul style="list-style-type: none"> <li>• <b>TEAM LEAD/DEPUTY</b></li> <li>• <b>OPERATIONAL SUPPORT TEAM</b></li> <li>• <b>ENGINEERS</b></li> <li>• <b>TEAM LEADS</b></li> </ul> | <ul style="list-style-type: none"> <li>• Clients</li> <li>• Technical Specialists</li> <li>• Equipment Vendors</li> </ul> |

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| <ul style="list-style-type: none"><li>• COLLEAGUES ON MULTI-DISCIPLINE PROJECTS</li><li>• BUSINESS SUPPORT</li><li>• IT</li><li>• MARKETING AND COMMUNICATIONS</li><li>• STRATEGIC GROWTH TEAM</li></ul> |  |
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