



Position Description

Project Manager – Snowy Rail Bridge Restoration

Background:

The Snowy Rail Bridge Restoration Project will restore and refurbish the existing 770 metre unique historic timber Snowy Rail Bridge to become a cycling and walking trail that directly links into an existing network of trails including the East Gippsland Rail Trail, adjacent to the town of Orbost. Built in c1915 by Victorian Railways, and used until 1987, this Bridge acts as a viaduct over a large section of the Snowy River Floodplain at Orbost, Victoria. The longest such bridge in Victoria, it is a truly iconic sight, making a visually dramatic town entry as it sweeps across the Snowy River floodplain parallel to and 100 metres from the Princes Highway.

The Save the Snowy Rail Bridge Committee Inc have received government funding to proceed with restoration works on the Snowy Rail Bridge at Orbost. The 770 metre long structure requires repairs to the sub structure and replacement of the decking to provide a safe walking/cycling experience.

Whilst the restored bridge will provide an engaging and accessible tourist experience for the adjacent town of Orbost, its greatest impact is as a hugely visible icon for the East Gippsland Rail Trail and other trails and nature experiences in the district.

Duties include

- Development of a project plan
- Assessment of the sub structure of the bridge
- Development of a scope of works for the contract to be advertised for the overall restoration works
- Develop tender documents
- Ensure that all permits and authorities are obtained
- Develop a project plan in consultation with the preferred contractor
- Manage the relationship between the contractor and stakeholders
- Perform risk management to minimise project risks
- Ensure contract works are consistent with contract requirements
- Track project progress and report to stakeholders
- Make recommendations re additional works and contingency costs
- Manage budgets

Work hours

The Save the Snowy Rail Bridge Committee are seeking to engage a part time Project Manager to manage the restoration project for an estimated total of 1200-1500 hours over a period of 18-24 months

Working hours and work focus at various stages of the project will vary. Initial work will relate to development of the scope of works and contract documents. Once the subcontractor is engaged the time spent will include onsite supervision, reporting on contract progress, budget control etc

Project Manager Qualifications / Skills:

- Strong written and verbal communication skills
- Supervision skills
- Project and process management skills
- Negotiation skills
- Budget development and tracking
- Critical thinking
- Strong organizational and analytical skills

Education and Experience

- Extensive experience in Project Management
- Demonstrated high level judgement and analytical skills, supported by experience in problem solving and decision making.
- Demonstrated experience in budget management and reporting

Desirable experience

- Experience with works on timber bridge construction or maintenance

Key Selection Criteria

- Demonstrated experience in Project Management
- Demonstrated communication and negotiating skills in managing contractors and reporting to stakeholders
- Demonstrated high level judgement and analytical skills, supported by experience in problem solving and decision making.
- Relevant experience in developing and implementing management and action plans.
- Demonstrated experience in budget management and reporting

Engagement conditions

- The position is based at Orbost
- The position is part time for a period of up to 24 months
- The anticipated hours over the period of engagement are in the range 1200 – 1500 hours
- The preferred method of employment is an all inclusive contract hourly rate via a company structure with ABN etc . However other methods of employment will be considered.

The Application

Applications should include:

1. Company details (if applicable)
2. A resume
3. A response of no more than 2 pages to the key selection criteria
4. Names and contacts for 2 referees
5. The rate per hour offered and the detail of the costs which are included in that hourly rate (eg all employment costs, public liability insurance, transport etc)

How to Apply

Lodge applications by:

email: savethesnowyrailbridge@gmail.com (Applications will be acknowledged as received)

Mail: The Secretary, Save the Snowy Rail Bridge Committee, PO Box 558 Orbost Vic 3888

Closing date : COB 29 August 2021

Further details contact : Garry Squires 0417588210