



Accountability, Leadership, Unity, Trust, Pride & Safety

WORKS COORDINATOR – Roads & Drainage Leader

Proserpine

Permanent Full Time - 9 Day Fortnight

Level 6 + Allowances - \$110,007 to \$116,782 per annum

The Whitsunday Regional Council is situated at the heart of the Great Barrier Reef. The region encompasses the 74 tropical Whitsunday Islands, the coastal towns of Cannonvale, Airlie Beach, Jubilee Pocket, Shute Harbour and Bowen along with the rural towns of Proserpine and Collinsville. The Whitsunday region offers a dynamic environment and is perfectly placed to live, work, play and invest.

Whitsunday Regional Council is seeking an experienced and motivated **Works Coordinator** to support the management and delivery of Council's road and drainage maintenance programs and civil construction projects. This is a hands-on leadership role responsible for coordinating crews, contractors and resources to ensure the safe, efficient and effective delivery of works that support our community.

Working closely with the RMPC and Transport & Drainage Operations Manager, you will play a key role in planning, prioritising and supervising maintenance activities while fostering a positive team culture built on safety, accountability and continuous improvement.

About the Role

As the Coordinator, you will:

- Provide day-to-day leadership, supervision and mentoring to roads and drainage crews.
- Coordinate and schedule maintenance and construction activities in line with Council's operational priorities and asset management strategies.
- Ensure customer requests, asset inspections and defect management programs are completed effectively.
- Monitor project progress, budgets and resource allocation to achieve operational objectives.
- Coordinate contractors and work teams to deliver projects safely, efficiently and to a high standard.
- Identify opportunities for productivity improvements and cost-effective service delivery.
- Build positive relationships with internal stakeholders, contractors and community members.
- Promote and maintain a strong safety culture and ensure compliance with Council's WHS requirements.
- Assist with workforce planning, recruitment, performance management and employee development.

About You

To be successful in this role, you will have:

- Demonstrated experience leading operational teams within civil construction, road maintenance, drainage or related infrastructure environments.
- Strong planning, coordination and organisational skills.
- Experience managing work programs, contractors, budgets and resources.
- Excellent communication and stakeholder engagement skills.
- A commitment to workplace health and safety and continuous improvement.
- The ability to motivate teams and deliver outcomes in a dynamic operational environment.
- Sound computer and reporting skills.

Essential

- C Class Manual Drivers Licence.
- Construction Safety Induction (White card).
- Hold (or be able to attain soon after appointment) Certificate IV in Civil Construction (or equivalent).
- Hold (or be able to attain soon after appointment) Certificate in Traffic Management Design.
- Demonstrated recent experience in the delivery of a variety of civil infrastructure works.
- Demonstrated ability to lead teams effectively in a consultative environment and encourage accountability within the area of responsibility.
- Demonstrated ability to communicate, in writing and verbally, including analysis of information and preparation and present accurate and concise reports to a range of audiences.
- Demonstrated strong project management skills with the ability to oversee a number of projects with competing priorities.
- Demonstrated computer literacy, with the ability to utilise financial, records management, project management, asset management and Microsoft Office suite of programs.

Desirable

- Experience in scheduling of civil works maintenance activities in a Local Government environment.
- Recent experience within house software including REFLECT, Technology One – One Council, Authority, Guardian IMS.

Apply Now

To view the position description please click on the job attachments tab above. To apply click the 'Apply' button above. For any further information regarding this role, please contact a member of our Human Resources team on (07) 4945 0694.

Council practices Equal Employment Opportunities and Workplace Health and Safety Principles

