

Programming and Scheduling Officer

Position Description

Directorate	Operations	Department	Civil Services
Reports To	Team Leader Assets and Systems	Direct Reports	No
Queensland Local Government Industry Award - State 2017 -Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	Moreton Bay Regional Council Certified Agreement 2025 EBA6 Wage Level	Schedule 1, Level 4

Position Purpose

The position is responsible for translating asset inspection outcomes, customer requests and defect information into prioritised maintenance programs and schedules that align with Council's approved maintenance plans, service standards and operational objectives.

The role acts as the central coordination point between inspection activities, customer service requests and operational delivery teams to ensure inspections and maintenance works are appropriately scheduled, monitored and delivered. You will provide specialist coordination and management of maintenance programming and scheduling of reactive work activities to support efficient operational service delivery.

Key Responsibilities and Outcomes

As a Programming and Scheduling Officer and member of the Civil Services Department you will:

- Lead the Programming and Scheduling function, overseeing staff and systems to ensure asset inspections, maintenance schedules and associated asset data are effectively managed and delivered in accordance with approved maintenance plans and service standards.
- Coordinate GIS and spatial information requirements across operational asset groups, providing routine mapping support and facilitating the delivery of complex GIS requests through the specialist GIS team within DI&T.
- Manage the assessment, prioritisation and scheduling of asset defects and maintenance activities, translating inspection outcomes and requests into work-ready schedules and work orders in accordance with approved maintenance plans, risk frameworks and service level standards.
- Analyse asset inspection and defect information to develop, prioritise and monitor maintenance schedules and resource requirements, working with operational supervisors and crews to optimise work delivery and adjust schedules in response to changing operational priorities, resource availability and emergency works.

- Maintain the integrity of asset, inspection and work management records and prepare reports on program performance, work backlogs and service level outcomes.
- Identify and implement continuous improvements to maintenance planning, scheduling and work management processes.

Our Values

Our values:
guiding how we
work and shaping
our future.



SEE THE PERSON.
SEE THE CITY.



OWN THE SOLUTION.
FOR TODAY AND
TOMORROW.



FALL, LEARN, RISE.
TOGETHER
WE GROW.



THINK BIGGER.
LET'S GO.

Decision Making

<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Demonstrated experience in maintenance planning, scheduling, works programming or operational coordination within an infrastructure, utilities or asset management environment.
- Sound knowledge of asset maintenance principles, inspection methodologies, risk-based prioritisation and service level frameworks.
- Experience using asset management, works management, maintenance management or ERP systems to plan, schedule and monitor operational activities.
- Demonstrated ability to analyse asset and operational data and translate information into practical maintenance programs and resource plans.
- Strong organisational, communication and stakeholder engagement skills, with the ability to coordinate competing priorities and achieve operational outcomes.
- Demonstrated experience supervising, leading or coordinating staff
- Sound understanding of GIS, spatial data applications or asset information systems would be highly desirable.

Qualifications

- Current C Class Driver License.
- Diploma or Degree in Information Technology, Data Analytics, Business Systems, Asset Management, Engineering, Business Administration or related discipline; or significant demonstrated experience.
- Formal training or certification in business intelligence, data analytics, asset management systems or project management highly regarded.