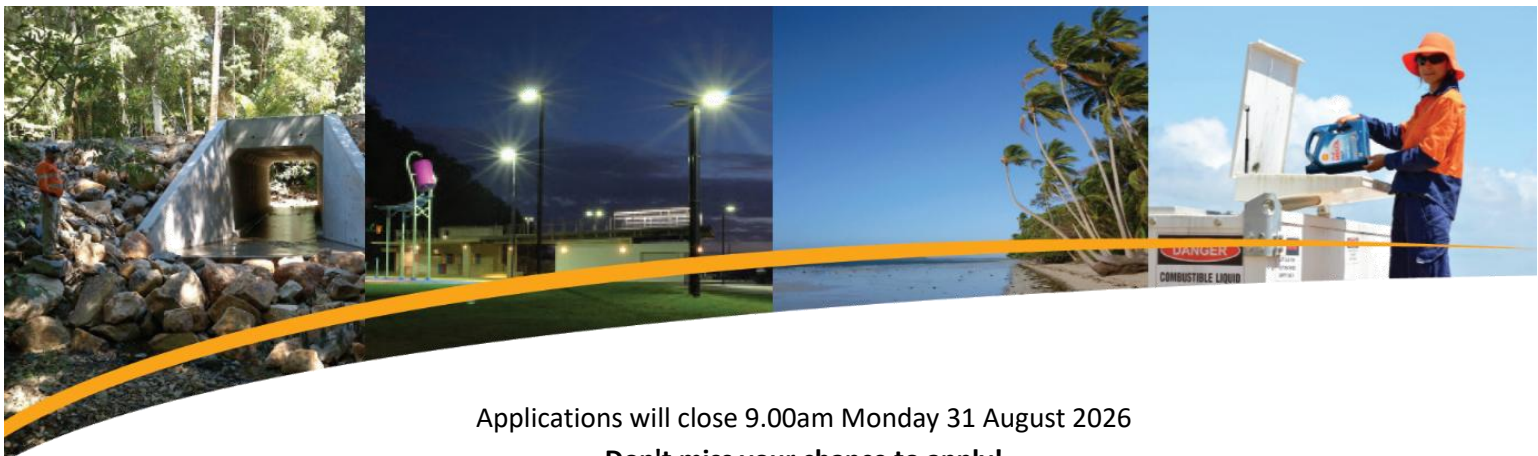


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CANDIDATE INFORMATION KIT

CIVIL OPERATIONS COORDINATOR Full Time

Job Reference: CSC181



Applications will close 9.00am Monday 31 August 2026

Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*A career with Council can offer you the
work/life balance you've been looking for!*

Thank you for your interest in applying for the Civil Operations Coordinator role with Cook Shire Council.

This is an opportunity to be part of an organisation delivering essential services and infrastructure across one of Queensland's most unique and diverse regions. You'll have the opportunity to work on projects that have a genuine and lasting impact on the Cook Shire community, while leading a dedicated team and contributing to the future of Council's infrastructure and services.

If you're ready to lead from the front, bring your civil expertise to the table and help shape the future of Cook Shire, we want to hear from you!

About Cooktown and the Cook Shire

Based at Council's Works Depot in Cooktown, this role oversees the civil works & construction and maintenance of roads, drainage, bridges, footpaths and parks across the Cook Shire — Queensland's largest local government area by land size. Cooktown is a historic and welcoming town at the heart of the Shire, offering a relaxed tropical lifestyle, strong community spirit and easy access to some of Far North Queensland's most spectacular natural surroundings.

About the Role

You'll provide technical advice, support strategic planning and work closely with Council teams, contractors, government agencies and the community to deliver quality outcomes. You'll lead and support operational teams, foster a positive and inclusive workplace culture, and encourage staff to contribute ideas, identify risks and find better ways of doing things. You'll also have the opportunity to contribute to asset management planning, capital works programming, budgeting, grant opportunities and the continuous improvement of Council's infrastructure services.

About Cook Shire Council

Cook Shire Council is a progressive and forward thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

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HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience Civil Construction?
- ✓ Do you have a current Qld drivers licence? Please provide details.
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC181	
Position:	Civil Operations Coordinator
Location:	Based at Depot Administration Office, 31 Charlotte Street, Cooktown
Tenure:	Full Time
Remuneration:	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 6 – 7 \$97,021 – \$109,577 per annum
Leave Entitlements:	5 weeks annual leave 15 days personal leave
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title:	Civil Operations Coordinator
Directorate:	Infrastructure
Location:	Council's Works Depot – 31 Charlotte Street, Cooktown
Award/Classification	Queensland Local Government Industry (Stream A: Division 2, Section 1) Award – State 2017 – Level 6 – 7

1 POSITION OBJECTIVES

- Full managerial responsibility for Council's Civil Operations and Parks and Open Spaces functions to ensure the safe, efficient and effective delivery of construction, maintenance and operational services in alignment with Council's strategic and asset management objectives.
- Lead the planning, coordination and delivery of civil infrastructure, parks and open spaces maintenance and capital works programs, including roads, drainage, marine infrastructure, disaster response activities, and associated operational services.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to:

OPERATIONAL LEADERSHIP AND DELIVERY

Leadership and People Management

Lead and manage the Civil Operations and Parks and Open Spaces teams to deliver efficient, effective and timely civil construction and maintenance services in line with Council priorities and strategic outcomes.

Provide technical advice and guidance across all levels of the Civil Operations function, including workers, supervisors, contractors, management and other key stakeholders.

Foster a culture of psychological safety where staff are encouraged to speak up, contribute ideas, and proactively identify risks, challenges and opportunities for improvement.

Foster collaboration across Civil Operations, Parks and Open Spaces and other operational teams to support integrated service delivery and efficient use of Council resources.

Planning and Program Management

Plan, prioritise and allocate resources to ensure the efficient and effective delivery of civil infrastructure maintenance and construction services.

Develop and implement asset management plans for civil infrastructure, including the assessment of asset condition and identification of renewal and replacement priorities across multiple years.

Develop, implement and manage capital and operational, multi-year construction and maintenance works programs, aligned with asset management plans, risk prioritisation and Council priorities.

Project and Contract Management

Plan and deliver assigned capital works projects in accordance with approved scope, specifications, quality standards, budgets, timeframes and risk management requirements.

Prepare project proposals and cost estimates ensuring alignment with approved budgets.

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Provide detailed advice to inform the preparation of tender documentation and evaluation of contractor submissions as required.

Oversee and manage external contractor performance, ensuring compliance with specifications, time, cost and quality parameters and contractual obligations.

Maintain accurate and comprehensive project documentation from project conception to close out.

Financial Management

Plan, monitor and manage expenditure across civil maintenance services and capital works programs to ensure delivery within approved budget allocations.

Manage financially and administratively compliant delivery of works programs, including those funded through external grant programs, ensuring adherence to funding agreements, milestones and acquittal requirements.

Monitor financial performance and program delivery, including the preparation of regular budget reports, identification of variances and implementation of corrective actions to maintain financial and operational outcomes.

Maintain accurate financial and project records to support reporting, audit and governance requirements.

Actively contribute to the development of annual budgets, long-term financial planning and capital works programming aligned with Council priorities.

Identify, develop and support external funding opportunities, including grant programs and partnerships, to enable delivery of Council's infrastructure objectives, including the preparation of submissions, business cases and supporting documentation.

Stakeholder Engagement and Communication

Respond to customer enquiries and complaints (CRMs) in a timely manner, ensuring accurate record keeping and follow-up actions.

Develop and maintain effective working relationships with internal stakeholders, local communities, government agencies and regulatory bodies, providing clear, timely and professional communication including technical advice and updates on works programs and projects.

Represent the Civil Operations function in stakeholder interactions, promoting a professional and responsive image of Council.

Represent Council in strategic engagement with government, industry and regional stakeholders.

Technical and Administrative

Provide specialist technical input into development application assessments and other referrals as directed by the Manager Engineering.

Critically assess and improve operational methodologies, systems and delivery modes.

Develop innovative solutions and new approaches to infrastructure delivery.

Compliance, Safety and Governance

Ensure all works are planned and delivered in accordance with relevant legislation, regulations, standards and environmental requirements.

Ensure compliance with Council policies, including Work Health and Safety (WHS), Code of Conduct, Records Management and Procurement.

Monitor and review the effectiveness of existing policies, procedures and operational guidelines, identifying gaps, risks and opportunities for improvement.

Lead the development, implementation and continuous improvement of policies, procedures and systems to support safe, efficient and compliant service delivery.

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- Review and develop operational frameworks, including establishing new policies, procedures and guidelines where gaps exist, to support evolving service and organisational requirements.

General

Perform other duties as required, commensurate with classification level and as reasonably directed.

3 CLASSIFICATION AND PROGRESSION

This position's classification has been broad-banded at Level 6 to Level 7, dependent on the incumbent's qualifications, experience and demonstrated performance. Responsibilities increase in scope, complexity and autonomy in line with the applicable level.

Level 6 Expectations:

Coordinates day-to-day operational works programs and supervises operational teams.

Provides technical and operational support within established frameworks and budgets.

Contributes to service improvement and operational planning.

Level 7 Expectations:

Leads strategic planning and delivery of civil and operational services with a high degree of autonomy.

Manages complex programs, budgets, contractors and organisational priorities.

Provides leadership across operational functions and drives continuous improvement initiatives.

4 POSITION REQUIREMENTS

4.1 Qualifications, Skills, Experience and Knowledge

- Diploma / Advanced Diploma in Civil Construction (or related field), or equivalent qualifications, or extensive relevant industry experience in civil construction, maintenance and infrastructure management.
- Demonstrated experience in the delivery and coordination of civil construction and maintenance works, including roads, drainage and associated infrastructure.
- Proven leadership and people management skills, including the ability to supervise, motivate and develop staff.
- Experience in planning, programming and delivering works within budget and resource constraints.
- Sound understanding of financial management principles, including budgeting, cost control and reporting.
- Working knowledge of tendering, procurement processes and contract management.
- Demonstrated knowledge of relevant legislation, standards and practices relating to civil infrastructure, environmental management and local government operations.
- Demonstrated knowledge and application of Workplace Health and Safety practices within a civil construction and maintenance environment.
- Current Queensland Driver's Licence.
- Construction White Card.

4.2 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities

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4.3 Workplace Standards

- Demonstrate exemplary behaviour, serving as a role model for professionalism, ethical conduct, and a positive attitude.
- Actively support the growth and development of team members by providing regular feedback, mentoring, and opportunities for professional development.
- Foster an inclusive and supportive work environment where employees feel valued and motivated to achieve their best.
- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

4.4 Workplace Health and Safety

- Ensure staff are implementing and adhering to all WHS policies and procedures, and promptly address any WHS concerns to prevent workplace incidents and injuries.
- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first " mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

5 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Manager Engineering.
- Supervises Council's Civil Works, GIS/ Survey and Parks and Open Spaces teams.
- Supervises relevant external contracts and contractors.
- Liaises with Council officers, consultants, contractors, government agencies and the general public.
-

6 EXTENT OF AUTHORITY

- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.
- Designated Procurement Delegation as per Cook Shire Council Procurement Policy.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	PCYC Events Centre
Pharmacy	Hospital	Golf Club
Public swimming pool	Visitor Information Centre	

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Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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