

Position Description

Position Title:	Civil Works Coordinator
Award:	Queensland Local Government Industry (Stream A) Award - State 2017
Section:	Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 7, or as determined by Council
Employment Type:	4 Year Over – Award Contract
Department:	Engineering
Reports to:	Operations Manager
Direct Reports:	TBC

POSITION OBJECTIVE

The Civil Works Coordinator is responsible for coordinating the delivery of Council civil works, road construction, road maintenance, concrete works, drainage works and related civil infrastructure activities across Flinders Shire.

The position provides operational leadership, planning, resource coordination, budget oversight and service delivery management for civil works programs, including Shire roads, TMR/RMPC activities, civil construction works and maintenance responses.

The Civil Works Coordinator prioritises defects and maintenance requirements identified through inspections, customer requests, RMPC obligations, asset condition information and operational risk, then allocates work to the appropriate crew, supervisor, contractor or delivery pathway.

The role provides leadership to direct reports and works collaboratively with the Operations Manager, Asset Management Coordinator, Procurement and Contracts Officer, Project Engineer, Civil Engineer, Workshop Operations Coordinator and Engineering administration functions.

The role requires strong operational judgement, leadership, risk management, financial awareness and a commitment to safe, efficient and customer-focused civil infrastructure service delivery.

KEY POSITION RESPONSIBILITIES

Civil Works Program Coordination

- Develop, coordinate and monitor annual civil works maintenance, construction and renewal programs.
- Prioritise Shire road defects, RMPC obligations, customer requests, drainage issues and civil infrastructure risks.
- Allocate work packages to the Road Construction Supervisors, Road Maintenance Supervisor - RMPC, Road Maintenance Supervisor - Shire Roads and Concrete Supervisor.
- Coordinate labour, plant, materials, contractors and schedules across competing civil works priorities.
- Monitor progress of assigned works and adjust resources to maintain service delivery outcomes.

- Coordinate emergency and disaster response activities affecting Council road and drainage infrastructure.

Service Delivery and Operational Leadership

- Provide day-to-day operational leadership to civil works supervisors.
- Ensure works are undertaken safely, efficiently and in accordance with Council standards, specifications, approved budgets and adopted service levels.
- Monitor operational performance, quality, productivity and customer service outcomes.
- Resolve competing work priorities and escalate high-risk issues to the Operations Manager.
- Support continuous improvement in work planning, field delivery, record keeping and resource utilisation.

Road Maintenance and Network Management

- Review inspection findings, defect reports and maintenance recommendations provided by the Road Maintenance Supervisor - Shire Roads.
- Ensure maintenance priorities are assessed and allocated based on risk, service level, available resources and budget.
- Coordinate RMPC and TMR maintenance obligations through the Road Maintenance Supervisor - RMPC.
- Monitor road network condition trends and emerging operational risks.
- Coordinate responses to road closures, flood impacts, failures and significant defects.

Civil Construction and Concrete Works

- Coordinate delivery of road construction, reconstruction, rehabilitation, resheeting, drainage, culvert, floodway and concrete works.
- Ensure Road Construction Supervisors and Concrete Supervisor are allocated appropriate work packages, plans, specifications and resources.
- Monitor construction quality, production, safety and completion outcomes.
- Ensure completed works information is captured for asset records, maintenance records and project close-out requirements.

Budget, Procurement and Contract Management

- Monitor civil works operational and project expenditure against approved budgets.
- Prepare budget forecasts and provide financial updates to the Operations Manager as required.
- Work with the Procurement and Contracts Officer to procure contractors, materials, plant hire and services.
- Monitor contractor performance, compliance and value-for-money outcomes.
- Ensure procurement and purchasing activities comply with Council policies and delegations.

Asset Management and Reporting

- Provide operational input into road, drainage and civil infrastructure Asset Management Plans.
- Work with the Asset Management Coordinator to ensure defects, completed works and condition information support renewal planning.
- Maintain or coordinate accurate records of works, job costing, inspections, defects, asset condition and completed works.
- Prepare reports, briefings and updates on civil works performance, risks, budgets and service delivery outcomes.

People Leadership and WHS

- Lead, mentor and support direct reports to achieve safe and productive outcomes.
- Coordinate workforce training, competency, licence and performance requirements across civil works teams.
- Promote a positive safety culture and ensure WHS requirements are implemented across field operations.
- Ensure incidents, hazards, near misses and corrective actions are reported and managed in accordance with Council procedures.

SELECTION CRITERIA

Essential

- Demonstrated experience coordinating road construction, road maintenance, civil infrastructure or local government operational works programs.
- Demonstrated experience supervising operational staff, field supervisors and contractors.
- Strong understanding of road construction, drainage, maintenance, civil plant, materials, traffic management and field safety practices.
- Demonstrated budget, resource, procurement and contractor management experience.
- Ability to interpret works programs, technical information, specifications, drawings, defect reports and asset information.
- Well-developed leadership, communication, organisation and problem-solving skills.
- Demonstrated ability to manage competing priorities and respond to emergencies or operational disruptions.
- Current C Class drivers licence and Construction Industry White Card.
- Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

- Certificate IV, Diploma or equivalent experience in Civil Construction, Infrastructure Maintenance, Road Construction, Operational Services or a related discipline.
- Local Government experience.
- TMR / RMPC or grant-funded road program experience.
- Traffic Implementation qualification.
- MR or HR drivers licence.
- Project management, frontline leadership or contract management qualifications.
- Experience using Reflect, GIS, asset management, customer request or works management systems.

KEY PERFORMANCE INDICATORS

Program Delivery

- 90% of annual civil works program activities completed within approved timeframes, subject to weather, funding and operational constraints.
- Work packages allocated to supervisors based on risk, service level, resources and budget.
- Emergency and disaster response activities coordinated effectively when required.

Budget and Resource Management

- Civil works expenditure monitored and managed within approved budget parameters.
- Quarterly forecasts and operational updates provided accurately and on time.
- Labour, plant, materials and contractor resources used efficiently across work programs.

Road Network and RMPC Outcomes

- Road network defects and customer requests assessed, prioritised and allocated within service standards.
- RMPC and TMR obligations monitored and significant issues escalated promptly.
- Road and drainage risk information provided to operations and asset management processes.

Contractor and Procurement Performance

- Procurement activities undertaken in accordance with Council policy and delegations.
- Contractor compliance and performance monitored for assigned works.
- Scopes, specifications and contractor requirements provided accurately for procurement activities.

Leadership and WHS

- Performance and development discussions completed for direct reports.
 - Licences, tickets, training and competencies monitored across civil works teams.
 - Zero serious preventable workplace incidents within area of responsibility.
-

CORPORATE RESPONSIBILITIES

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing, and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community, and self

Corporate Responsibilities

All employees are bound by the Local Government Act 2009 to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Work Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures, and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply

with the Work Health and Safety Act 2011 (e.g. wearing of Personal Protective Equipment as instructed).

- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the Consultation, Cooperation and Coordination Code of Practice 2021.

Other Requirements

- This position operates from Council's Works Depot Office in Hughenden. However, there is a requirement to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position.
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required.
 - medically fit and physically capable to meet requirements of the position.
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

ORGANISATIONAL RELATIONSHIPS AND DELEGATIONS

Internal: Operations Manager, Director of Engineering, Road Construction Supervisors, Road Maintenance Supervisor - RMPC, Road Maintenance Supervisor - Shire Roads, Concrete Supervisor, Asset Management Coordinator, Procurement and Contracts Officer, Project Engineer, Civil Engineer, Workshop Operations Coordinator, Engineering Officer and other Council employees as required.

External: Contractors, suppliers, consultants, Department of Transport and Main Roads, utility providers, landholders, road users, community members and members of the public as required.

Delegations: The Civil Works Coordinator works under limited direction and exercises delegated authority in accordance with Council's Delegations Register, Procurement Policy and relevant procedures.

POSITION DESCRIPTION AUTHORISATION

Position Descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Flinders Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Approved: Misenka Duong, Director of Engineering

Signature: _____ **Date:** _____

ACKNOWLEDGEMENT

I accept the above Position Description and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements.

Employee Name: _____

Signature: _____ **Date:** _____