

OVERSEER - CAPITAL PROJECTS

POSITION DESCRIPTION

Position Title	Overseer - Capital Projects
Directorate	Infrastructure Services
Department	Corporate Properties
Position No.	57,504.00
Classification	Level Six (6)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	57500 Coordinator Capital & Trades
Last Review Date	August 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Corporate Properties Department ensures an integrated approach to internal services across the organisation. The Corporate Properties Department is responsible for the planned maintenance and renewal of fit for purpose equipment, plant, residential buildings, and administration facilities. The Department is also responsible for the sound delivery of capital projects and strategic asset management for Isaac Regional Council in an efficient and cost-effective manner.

POSITION SUMMARY:

The Overseer – Capital Projects is responsible for the planning, procurement, delivery and administration of Council's building capital works, renewal, refurbishment and housing improvement programs. The role manages multiple projects concurrently across a diverse range of assets, including residential housing, administration buildings, community facilities and other Council-owned infrastructure.

The position oversees the full project lifecycle, including project scoping, budgeting, procurement, contract administration, stakeholder engagement and construction management ensuring projects are delivered safely, on time, within budget and to the required quality standards. The role also provides project management services and technical advice to other Council departments to support the delivery of building-related projects and strategic asset objectives.

DUTIES:

Position Accountabilities and Performance Objectives

- Manage the delivery of Council building projects, including housing renovations, building refurbishments, renewals, upgrades, and capital works.
- Deliver projects from concept and planning through to completion and handover.
- Prepare project scopes, cost estimates, business cases, and procurement documentation.
- Manage tendering processes and evaluate contractor and consultant submissions.
- Administer construction contracts and oversee contractor and consultant performance.
- Monitor project budgets, schedules, risks, and quality outcomes to ensure successful project delivery.
- Coordinate project stakeholders, including Council staff, tenants, contractors, consultants, community groups, and external agencies.
- Ensure compliance with relevant legislation, building codes, standards, Council policies, and workplace health and safety requirements.
- Undertake site inspections and monitor construction activities to ensure works are completed to the required standards.
- Manage project variations, claims, defects, and contract close-out activities.
- Prepare reports, briefing notes, correspondence, and project updates for management and Council.
- Coordinate building condition assessments and assist in the development of renewal and capital works programs.
- Provide project management services to other Council departments for building-related projects and initiatives.
- Support continuous improvement in project delivery, asset management, and procurement practices.
- Maintain accurate project records and documentation.

KEY COMPETENCIES:

Essential Knowledge and Skills

- Minimum 5 years' experience managing residential construction, refurbishment, or renovation projects.
- Experience managing multiple projects concurrently.
- Experience administering construction contracts.
- Experience managing project budgets, variations, and contractor performance.
- Experience coordinating consultants, contractors, and stakeholders.
- Experience ensuring compliance with relevant building codes, legislation, and safety requirements.
- Ability to prepare and manage project schedules, critical path programs, and project reporting.
- Proficiency in Microsoft Office applications and Microsoft Project, including project scheduling, resource allocation, progress tracking and reporting.

- Demonstrated ability to interpret relevant legislation and drive implementation of policy and procedure across Council
- Strategic planning experience and the ability to deliver projects
- Excellent leadership, interpersonal, negotiation and consultative skills
- Demonstrated ability to lead and drive cultural excellence across Isaac Regional Council
- High level experience and knowledge of Microsoft Office Suite

Experience

- Demonstrated experience managing residential renovation, refurbishment, or construction projects.
- Proven ability to manage multiple projects simultaneously, including budget, scope, quality, scheduling and contractor performance.
- Demonstrated knowledge of construction contracts, procurement processes, and applicable building legislation.

Qualifications

- Valid Drivers Licence
- Certificate IV in Project Management Practice
- Diploma of Building and Construction.
- Trade qualification in a building-related discipline.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		