

Manager Engineering and Assets

At Council our position description reflects our core values which guide the work we do, ensuring a positive and productive environment while delivering high-quality services to our community. Each role is integral to upholding these values and contributing to the Council's mission and vision.

Position Title	<i>Manager Engineering and Assets</i>	Industrial Instrument	<i>Common Law Contract</i>
Position Number	1087	Classification Level	<i>Not applicable</i>
Department	<i>Asset Management Services</i>	Branch	<i>Not Applicable</i>
Directorate	<i>Infrastructure Services</i>	Status	<i>5-year Contract (Full-time)</i>
Reports To	<i>Director Infrastructure Services</i>	Location	<i>Ingham</i>
Document last reviewed	<i>20 October 2025</i>	Direct Reports	4
Aim of Position	The Manager Engineering and Assets is a key leadership role responsible for leading teams to deliver effective life cycle management of Council's infrastructure assets, encompassing long-term planning, renewal, upgrades, and the creation of new assets. The role provides specialist engineering and technical services, delivering integrated asset management, concept development, and design solutions from initial concept through to detailed design, including options analysis, tender specifications, and construction management. Working collaboratively with directorate staff, other Council divisions, and external stakeholders, the position ensures assets are strategically planned, maintained, and renewed through operational interventions and capital works programming. The incumbent will role model the performance standards, values, behaviours and attitudes that are integral to our workplace culture to ensure service availability, internal and external customer service, technical productivity and management.		

Our Values

Our workforce is guided by the values below, which underpin our service delivery, workplace culture and community engagement:



Opportunity

Embracing change, growth, and new possibilities.



Respect

Our people - Our heritage - Our environment.



Strength

Together with integrity and purpose.



Accountability

Our actions - Our impact - Our commitment.

Key Responsibilities

The key duties and responsibilities of this position include (but are not limited to):

- Lead Engineering and Assets teams to effectively develop, maintain and manage Council's asset management system in line with the Institute of Public Works Engineering Australasia (IPWEA) recognised framework for managing public infrastructure assets (roads, water, drainage, public spaces, facilities etc.);
- Lead and deliver the asset lifecycle management of standards, specifications, policies and procedures related to infrastructure asset management;
- Lead and deliver the development of integrated asset life cycle planning outcomes and infrastructure plans;
- Manage the outcomes of planning investigations to prepare concepts, project justification reports, preliminary cost estimates and work programs for inclusion in the capital works program planning and coordination of design delivery;
- Deliver the preliminary project planning for capital works projects delivery;
- Providing professional engineering and technical advice to other teams within directorate and other divisions of Council;
- Work with the planning and regulatory department to address engineering and technical issues for planning and development applications;
- Provide input in preparation and maintenance of the Local Government Infrastructure Plan as required under Council's planning scheme;
- Managing the renewal and maintenance of Council's Built Infrastructure including marine and building facilities;
- Management of Disaster Recovery Funding Arrangements (DRFA) as required;
- Develop, manage and report on budgets for infrastructure planning and delivery, ensuring alignment with Council's financial strategies and compliance with procurement policies;
- Develop, maintain and improve Council's GIS system, hydraulic, network and flood models as required;
- Provide advice and contribute to the development of Engineering and Asset management policies and procedures;
- Maintain Council's engineering and technical compliance, and surveying needs of Council; and
- Other reasonable activities may be directed from time to time by the Director of Infrastructure Services.

Accountability

- Being responsible for both managerial and operational responsibility of the Engineering and Assets Department by ensuring that the services and infrastructure align with Council's strategic objectives and comply with relevant legislation and standards.

Independence and Decision-making

- Employees will be expected to contribute knowledge in establishing procedures and require skills in managing time, setting priorities, planning and organising their own work and that of subordinate employees, where supervision is a component of the position, to achieve specific objectives;
- Employees will also be expected to set outcomes and further develop work methods where general work procedures are not defined. Solve complex problems in a demanding operating environment and contribute to strategy and policy development;
- Make decisions within delegated authority, legislative frameworks and Council policy. Where decisions have external impacts, ensure they remain within approved operational parameters and are appropriately documented; and
- Exercise judgement to make decisions governed by the application of rules, regulations, best practice principles or the agency's operating instructions and procedures, identify problems or issues and resolve or establish treatments to mitigate.

Customer Stakeholder Management/Service Standard Delivery

- Develop, support and maintain internal and external relationships;
- Positively contribute to providing support to stakeholders through change; and
- The incumbent will be required to lead in the development and implementation of Service Delivery Standards relevant to the Position.



Requirements

Skills, knowledge, experience, qualifications and/or training (some or all of the following are required to perform work at this level) required are as follows:

- Detailed knowledge of Council's policies, programs, procedures and practices;
- High level of discipline knowledge;
- Detailed knowledge of statutory requirements; and
- Qualifications are generally beyond those normally acquired through a Degree course and experience in the fields of specialist expertise related to the *Local Government Act 2009*, the *Local Government Regulation 2012*, and any other relevant legislative requirements.

Responsibilities

To contribute to the operational objectives of the work area, a position at this level may include some of the following inputs or those of a similar value:

- Undertake work of significant scope and/or complexity, major portions of which require initiative;
- Undertake duties of an innovative, novel and/or critical nature with little or no professional direction;
- Undertake functions across a range of administrative, specialist or operational areas which include specific programs/activities, management of service delivery and the provision of high-level advice; and
- Provide specialist advice on policy matters and contribute to the development/review of policies and manage extensive projects/programs in accordance with departmental/corporate goals. This may require the development, implementation and evaluation of those goals.

Organisational Relationships

The Incumbent:

- Mainly works independently under legislation and policy direction; and
- Supervises subordinate employees or works in a specialised field.

Extent of Authority

The authority of this Position extends to:

- Managing Engineering and Asset Management Services of Council at a high level;
- Implementing and initiating change in area of responsibility within organisation goals; and
- Being accountable for high quality outcome by effectiveness, cost and timeliness of programs/projects under their control.

Qualifications, Skills and Experience

- Civil Engineering tertiary qualification or a relevant discipline with significant and diverse experience in both operational areas and management;
- Demonstrated leadership capabilities with proven experience within a relevant multi-disciplined environment;
- Extensive experience in engineering, planning and assets management, particularly in the implementation and management of asset financial systems, procedures, and policies;
- High level demonstrated knowledge in, and understanding of asset management planning and development of policy, strategy, processes and procedures;
- Demonstrated ability to plan asset renewal programs and activities to ensure infrastructure assets are maintained to agreed service standards within budget parameters;
- Ability to manage planning of multiple projects for delivery including development of project specifications and budget estimates;
- Ability to develop the skills and capabilities of multi-disciplinary teams to foster a high performing and productive workplace culture;
- Previous experience in Local Government will be highly regarded;
- Registered Professional Engineering of Queensland (RPEQ) or the ability to obtain registration within 6 months of appointment; and
- Current Queensland 'C' Class Drivers Licence.



Other responsibilities

In addition to their primary responsibilities and outcomes, all employees are expected to fulfill secondary responsibilities and accountabilities as needed. This may involve supporting colleagues within their functional area or assisting other business units of the Council, as directed, within their skills and capabilities.

These secondary responsibilities may arise at short notice due to unforeseen operational requirements. However, where planned support is needed, reasonable notice will be provided whenever possible.

Workplace Health and Safety (WHS)

Responsible for working safely at all times to protect own WHS and that of any other person in the workplace. This will include:

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WHS Induction and/or Council requirements;
- Abiding by Council WHS Policies, Procedures and training at all times;
- Complying with instructions given for WHS;
- Reporting any personal injury, third party or vehicle incidents or damage to your Supervisor immediately;
- Never operating machinery, equipment or vehicles under the influence of alcohol and/or drugs;
- Not wilfully or recklessly interfering with or misusing anything provided for WHS;
- Not wilfully or recklessly placing at risk the WHS of himself/herself or others; and
- Reporting any WHS concerns and hazards to your direct Team Leader or Manager and/or the WHS Coordinator immediately.

Disaster Management

- Undertake training as required to provide a proficient and effective service in Council's Local Disaster Coordination Centre; and/or
- Be available to provide an important role in disaster management response and recovery during and following activation of Council's Local Disaster Management Group in times of natural disasters.

Customer Service

- Response times are to be within the response standards identified in the Customer Service Charter;
- Treat both internal and external customers with courtesy and respect;
- Work according to agreed customer service standards within Council; and
- Contribute towards setting customer service standards within your team.

Acceptance of Position Description

I hereby agree to abide by Council values, policies and the *Local Government Act 2009* and that this position description clearly outlines the overall responsibilities, physical requirements and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level and may be updated as required to reflect business needs.

Employee Name		Signature		Date	
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