

POSITION DESCRIPTION



POSITION DETAILS

Position Title	Civil Works Coordinator
Position Number	-
Department	Works
Section/ Stream/ Unit	Civil Works, Construction & Maintenance
Classification	Level 6 – 7, Queensland Local Government Industry (Stream A) Award – State 2017
Reports To	Civil Works Manager

POSITION OBJECTIVES

Coordinate and lead civil construction, maintenance and capital works programs delivering quality outcomes in line with Council's strategy.

KEY RESPONSIBILITIES

- Actively develop, maintain and control the construction and maintenance programs and projects to ensure they are delivered to meet quality standards.
- Deliver high quality customer service and actively participate in external stakeholder engagement.
- Provide instruction and leadership to direct reports, ensuring they fully understand specific tasks, programs and projects to enable effective and compliant execution, and control of expenditure for individual activities and delivery of services.
- Actively engage and coach staff to achieve strategic goals, operational objectives and promote and drive a culture which strives for continuous improvement.
- Provide leadership to the workgroup in successfully implementing relevant aspects of the NBRC Safety Management System.
- Work collaboratively with internal stakeholders for ongoing and future maintenance of NBRC assets and effective planning for upgrades and maintenance.
- Assist in the preparation, production and review of the annual budget and operational plan relevant to the work area.
- Closely manage all works and associated costs to ensure expenditure is kept within budgetary limits.
- Assist in procurement activities by exercising professional judgement to ensure materials and resources required and supplied to Council meet economic and quality standards.
- Such other relevant duties as required from time to time which would generally fall within the scope of this position.

POSITION REQUIREMENTS

Essential Skills, Knowledge and Experience

- Demonstrated commitment to work as an effective, positive team member in an environment that encourages staff to maintain a self-motivated, proactive approach and supports both professional and personal development.
- High level communication, consultative, interpersonal and negotiating skills (both oral and written), with a demonstrated ability to work collaboratively with relevant stakeholders at strategic and operational levels.
- Strong customer service ethic.
- High level analytical and problem solving skills, with an ability to write reports, control budgets, administer contracts and develop work related procedures.
- Computer literacy enabling proficient use of business computer applications and software such as Microsoft Office, customer request management systems, records management systems, finance, procurement and asset management systems.

- Demonstrated ability to lead, coach and direct the efforts of others towards the completion of required outcomes.
- Demonstrated knowledge of Local Government legislation, standards, systems and processes.
- At least 5 years practical experience in a similar role, preferably in a local government environment.
- Capacity to operate effectively in a political environment.
- Demonstrated project management skills.
- Demonstrated experience in the construction and maintenance of civil infrastructure, and relevant quality assurance.
- Demonstrated experience in logistics and the efficient and effective allocation of staff and resources

Qualifications, Training and Licences

- Tertiary qualifications in civil engineering or other appropriate discipline with substantial experience in managing a civil works service area and day-labour operation.
- Work Safe in the Construction Industry Induction Certificate (White Card).
- Current unrestricted “C” Class drivers’ licence.
- Demonstrated absence of a relevant criminal history, (National Police Check).

WORK HEALTH AND SAFETY

Employees must ensure all work is carried out to meet Work Health and Safety objectives and targets to eliminate risk of injury and illness for themselves and others. Obligations and targets may be met by:

- Complying with the Workplace Health and Safety Act and Regulations;
- Conducting themselves in a manner that ensures their own health and safety and also that of everyone around them;
- Adopting and maintaining safe working practices in accordance with procedures, policy and workplace instructions;
- Using appropriate personal protective clothing and equipment as required and/ or directed;
- Reporting all accidents, injuries, incidents, near misses and damage to plant/ equipment to management as soon as possible;
- Eliminating, reporting or advising a supervisor of potential hazards, hazardous work related conditions and/ or practices; and
- Actively participate in risk assessments of workplace hazards.