

## Coordinator Technical Services

### POSITION DESCRIPTION

<b>Position Number:</b>	3768
<b>Portfolio:</b>	Transport and Utilities
<b>Business Unit:</b>	Civil Works
<b>Team:</b>	Technical Services
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	Manager Civil Works
<b>Revised:</b>	June 2025

#### ***General Position Statement:***

This position supports Council's direction by providing leadership in the delivery of specialist technical services for a range of activities and functions associated with the operation, maintenance and construction of civil infrastructure assets.

#### ***Specific Responsibilities:***

This position has the following responsibilities:

1. Lead, manage, and mentor the Technical Services Team, building a high-performing, customer-focused team culture through clear direction, capability development, and effective communication.
2. Manage all steps in the statutory approvals or 'self-assessable' permit process for civil infrastructure maintenance and construction, including development applications, technical investigations, comprehensive reports, designs, drawings, and cost estimates.
3. Undertake specialist engineering assessments and provide specialist advice on a range of traffic and transport related matters, including speed limit reviews, road safety audits, roadside hazard reviews, National Heavy Vehicle permits and local law matters.
4. Provide guidance and support in the asset management of civil assets, including leading team and contractor condition assessments, hazard identification, maintenance management planning and renewal programming for inclusion in the capital budget.
5. Undertake inspections and investigations relevant to the Transport and Utilities Portfolio.
6. Provide professional, technical and expert engineering advice to internal stakeholders, external bodies and the community, and liaise with relevant Government Departments, Consultants and Contractors on matters relating to the Transport and Utilities Portfolio.
7. Assist in the development and implementation of Quality Assurance Processes and develop, formulate, and ensure adherence to relevant policies, processes, and procedures, meeting administrative, technical, and quality goals.



8. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

### **Leadership Capabilities:**

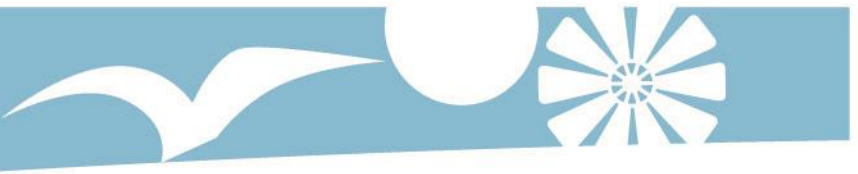


### **Position Requirements:**

#### **Skills/Competencies**

1. Extensive knowledge of engineering standards, codes of practice, industry guidelines and legislation relevant to the maintenance and construction of civil assets.
2. Strong leadership and team management skills, with experience building high-performing teams and mentoring staff in a technical environment
3. Highly developed verbal and written communication, interpersonal and negotiation skills, with the ability to effectively liaise with internal and external stakeholders to resolve issues and foster collaborative outcomes.
4. Demonstrated working knowledge of procedures and guidelines relevant to self-assessable codes and development applications relevant to investigating, assessing & preparing submissions for infrastructure projects including but not limited to works in a coastal management district.
5. Strong organisational and time management abilities, with a track record of effectively managing workloads, meeting deadlines, and prioritising competing demands.
6. High-level systems and project management skills, including proficiency in corporate information systems, and the Microsoft Office suite.





### **Mandatory Qualifications, Licences and Experience**

1. Bachelor of Engineering (Civil) or equivalent.
2. Registered Professional Engineer Queensland (RPEQ) or suitable to become registered.
3. Substantial experience in Local Government engineering.
4. Demonstrated leadership and supervisory skills, with the ability to mentor staff, coordinate team efforts, and achieve targeted outcomes.
5. Construction Industry White Card.
6. Possess and maintain a current motor vehicle drivers licence.

### **Desirable Qualifications, Licences and Experience**

1. Experience in a local government coastal environment.
2. Formal qualifications in Project Management / Asset Management.

### **Actions**

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

### **Physical Requirements**

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

### ***Delegations and Authorisations:***

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





## Coordinator Technical Services

### SELECTION CRITERIA

<b>Position Number:</b>	3768
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<b>Business Unit:</b>	Civil Works
<b>Team:</b>	Technical Services
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream A) Level 7
<b>Reports To:</b>	Manager Civil Works
<b>Revised:</b>	July 2025

Please address each of the selection criteria below in your application:

1. Bachelor of Engineering (Civil) or equivalent, and a Registered Professional Engineer Queensland (RPEQ) or suitable to become registered.
2. Substantial experience in Local Government engineering, including comprehensive knowledge of engineering standards, codes of practice, industry guidelines and legislation relevant to the maintenance and construction of civil assets.
3. Demonstrated leadership and supervisory skills, with the ability to mentor staff, coordinate team efforts, and achieve targeted outcomes.
4. Highly developed verbal and written communication, interpersonal and negotiation skills, with the ability to effectively liaise with internal and external stakeholders to resolve issues and foster collaborative outcomes.
5. Strong organisational and time management abilities, with a track record of effectively managing workloads, meeting deadlines, and prioritising competing demands.
6. Demonstrated working knowledge of procedures and guidelines relevant to self-assessable codes and development applications relevant to investigating, assessing & preparing submissions for infrastructure projects including but not limited to works in a coastal management district.
7. Possess a Construction Industry Induction (white card) and a current motor vehicle drivers licence.



**Suggested approaches to addressing selection criteria include:**

Responses should be relevant and directly relate to the selection criteria.  
Responses are generally no longer than one page per selection criteria.

You may like to take into account;

- Situation – Describe the situation you were in, including where it occurred and what the relevant environment was.
- Task – Describe the event/task that required resolution, what was required of you.
- Action – Describe what actions you took; how did you resolve the problem.
- Result – What was the outcome and how did your actions contribute to a positive result.

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.

