



Coordinator Rural Operations

POSITION DESCRIPTION

Position Number:	3028
Portfolio:	Infrastructure
Business Unit:	Construction and Maintenance
Team:	Rural Operations
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream A) Level 7
Reports To:	Manager Construction and Maintenance
Revised:	March 2025

General Position Statement:

This position supports Council's direction through the initiation and formulation of extensive works programmes for a diverse range of construction and maintenance projects, and to participate in the identification of current and future options and develop strategies to achieve desired outcomes.

Specific Responsibilities:

This position has the following responsibilities:

1. Develop detailed works plans to manage the capital works and maintenance programs, and make recommendations regarding short term and long term resourcing needs to achieve Council objectives within corporate goals.
2. Lead, motivate and mentor the Rural Operations team.
3. Assist the Design team with scoping and estimating of capital works projects nominated for future years in Council's Capital Works Program.
4. Control of all aspects of projects with significant scope and complexity including derivation of estimates, procurement of resources, construction, post construction review and collation of as constructed data.
5. Ensure compliance with all Statutory Acts and Regulations as well as all Council Workplace Health & Safety policies and procedures as applicable to relevant projects and programmes.



6. Implement Project Management Methodology on all projects, and utilise all software and templates on projects deemed as requiring such.
7. Undertake duties of innovative and critical nature with limited broad direction.
8. Prepare, monitor and be responsible for operational and capital budgets for the Rural Operations Team.
9. Quality control including development and implementation of work practices and procedures for various projects, identify quality process variations, ensure work meets quality specifications and identify and develop system improvements.
10. Exercise significant independence of action within the constraints of departmental or corporate policy.
11. Promote and maintain a positive organisational image and good community relations.
12. Provide specialist advice to Council Portfolios as requested.
13. Consult with the general public to provide excellence in customer service.
14. Exercise technical and managerial control over a multi-disciplined construction day labour workforce supported by contractors and sub-contractors as required under the broad direction of the Manager Construction and Maintenance.
15. Effectively manage performance standards and human resource practices within the Team.
16. Provide exception reports to the Manager Construction and Maintenance to ensure the outcome of work of significant scope and complexity is achieved.
17. Regularly report to the Manager Construction and Maintenance on the status of the construction and maintenance programs.
18. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
19. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
20. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated record of achievement in civil works, construction, maintenance and project management in the areas of roads, bridges and stormwater.
2. Detailed knowledge of council policy, work programmes and procedures and practices attained through experience.



3. Sound knowledge of best practice in the areas of customer service and quality management processes and practices.
4. Sound knowledge of Industrial Relations and Human Resource Management.
5. The ability to lead, motivate and manage the activities of employees in an efficient and effective manner.
6. Comprehensive knowledge of Information Systems, technology and products, particularly in relation to works planning, control and costing.
7. Ability to effectively operate Council's computer systems including Finance One, ECM, Pathways, GIS, Conquest and MS Office Suite.
8. Excellent research, analytical and problem solving skills.
9. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
10. High level ability to research and write technical reports.
11. Deliver clear oral presentations to a wide audience.
12. High level financial and budget management skills.

Mandatory Qualifications, Licences and Experience

1. Associate Degree of Engineering or Bachelor of Technology (Engineering) and significant experience relating to the position.
2. Demonstrated experience in leading, coaching and developing a multi-discipline team.
3. Construction Industry Induction (White Card).
4. Possess and maintain a current motor vehicle driver licence.

Desirable Qualifications, Licences and Experience

1. Ability to carry out field inspections & survey operations.

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 outdoor and 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).
5. Ability to be immunised against Hepatitis A&B and Tetanus.


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 Intranet.

Acknowledgement:

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	General Manager, Infrastructure
Signature:	
Date:	26 March 2025
Present Incumbent:	
Signature:	
Date:	





TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.



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SELECTION CRITERIA

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Reports To:	Manager Construction and Maintenance
Revised:	March 2025

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

1. Mandatory qualifications and experience:
 - Associate Degree of Engineering or Bachelor of Technology (Engineering) and significant experience relating to the position.
 - Construction Industry Induction (White Card).
 - Possess and maintain a current motor vehicle driver licence.
2. Demonstrated experience in leading, coaching and developing a multi-discipline team, with a sound knowledge of industrial relations and human resource management.
3. Demonstrated record of achievement in civil works, construction, maintenance and project management in the areas of roads, bridges and stormwater.
4. Comprehensive knowledge of Information Systems, technology and products, particularly in relation to works planning, control and costing.
5. Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
6. High level ability to research and write technical reports.

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 in 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.