

Manager Engineering Services

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaborra District Regional work and travel as required
Status	Full Time, Fixed Term (4 years) – Over Award Contract
Industrial Instruments	Industrial Relations Act 2016
Classification	Management level, based on experience and assessed qualifications
Reports to	Director of Works
Direct Reports	Supervision and direction of other employees may be required

About Council

Barcaldine Regional Council, located in the heart of the Central West of Queensland, is committed to providing exceptional services to the Barcaldine region, which includes the communities of Alpha, Jericho, Barcaldine, Aramac, and Muttaborra. With a wealth of talent within the organisation, and amazing facilities, we have created a vibrant workplace that blends old-fashioned, small-town charm with a rich indigenous history. We honour the Iningai and Bidjara peoples, the Traditional Custodians of this land, and embrace the diversity of Elders and community members.

Barcaldine Regional Council strives to provide our employees with a safe, secure, and supportive environment, where employees are encouraged to live by our values and reach their full potential. Our vision is to have a positive, sustainable, and innovative workplace, ensuring a bright future for all.

Our Values

 HONESTY WE ALWAYS TELL THE TRUTH	 EMPATHY WE WILL SEEK TO LISTEN AND UNDERSTAND THE PERSPECTIVES OF OTHERS. WE WILL TREAT ALL WITH KINDNESS	 ACCOUNTABILITY WE WILL TAKE RESPONSIBILITY FOR OUR CHOICES, ACTIONS, BEHAVIOURS, PERFORMANCE AND DECISIONS	 RESPECT WE WILL BE PRESENT, VALUE OTHERS AND WELCOME DIVERSITY	 TRUST WE WILL GAIN THE TRUST OF OTHERS BY LIVING OUR VALUES
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Key Responsibilities

Project Management:

- Oversee and manage the successful completion of engineering projects across all phases, including planning, execution, monitoring, and closure.
- Coordinate planning, analysis and development for special projects and studies.
- Ensure effective construction operations and compliance via the administration of contract activities and operations, including checking plans of proposed projects to ensure conditions are met, and managing construction inspection services.
- Manage contractor engagement and oversee project logistics and resource allocation for efficient and effective delivery of projects.
- Manage and delegate design work through consulting engineering firms, including preparation of design data and official cost estimates.
- Manage project budgets for the area under control, including creation, monitoring, and expenditure tracking.

Capital Improvement and Technical Management:

- Develop and implement strategies related to design, management, construction, and delivery of projects.
- Direct the preparation and maintenance of project schedules, budgets, and quality control objectives.
- Coordinate and communicate with the project team to discuss project updates, risk management best practices, and solutions to minimise the impact of problems on the project scope, schedule, and budget expectations.
- Conduct project site visits to monitor project progress and ensure compliance with legislative, safety, and quality standards.
- Plan, organise, coordinate, direct, or conduct administrative and management studies related to Council's water resources and water use efficiency activities.
- Support the organisation and management of GIS implementation and data.
- Ensure the design and construction of infrastructure complies with legislative requirements, recognised engineering standards, and community and Council expectations.
- Actively demonstrate and promote best practice and maintain professional standards and integrity.
- Oversee inspection work orders with proper receipt of assets and monitor development activities as necessary to ensure that easements, land and other assets are transferred into the Councils' name.

General:

- Assist the Director of Works in managing the day-to-day processing of reports and technical information relating to engineering services.
- Work closely with the works operations team to optimise designs that enhance Barcaldine Regional Council's ability to reduce operating and construction costs while maintaining flexibility and reliability.
- Coordinate and collaborate with other functional departments to ensure the Engineering teams' goals and objectives are properly aligned with those of the Council.
- Actively tasked with promoting communication, providing guidance and feedback, resolving conflicts, and promoting a positive work environment across the Works team and key stakeholders.
- Partner with staff at all levels building professional relationships; understand team requirements and strategy, providing direction, coaching and guidance as required.
- Assist in preparing annual and long-term budgets, and approve financial transactions within the limit of authority.
- Assure processes meet quality and safety compliance guidelines, and manage contracts in line with obligations, requirements, and service standards.
- Contribute to the preparation and management of contract and service level agreements.
- Represent Council in discussions, conferences, and consultations with field representatives, identifying and proactively addressing potential issues.
- Confirm operational and administrative completion of projects, ensuring smooth transition from construction to operation and maintenance status.

- Collaborate with the Director of Works and CEO in negotiating developer and reimbursement agreements, ensuring equitable and orderly administration of developer assets.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfill Council reporting functions as required.
- Be aware of and comply with all statutory workplace safety legislation and Council's Work Health and Safety Management System, Work Health and Safety policies, procedures, and duty statements.
- Promote safe working practices and maintain a safe, neat and tidy work environment.
- Minimise wastage in all activities while ensuring safety and effectiveness remain uncompromised, adhering to environmentally responsible practices.
- Ensure the security and appropriate use of Council information at all times.
- Monitor personal qualifications and licences to ensure currency, and participate in formal and on the job training to assist in ensuring a satisfactory knowledge and skill base.
- Work cooperatively and effectively in a team environment, communicating reliably and regularly.
- Deliver high quality customer service within the organisation and to the public.
- Uphold high standards of ethical conduct and integrity in all activities.
- Actively engage with Council and community to identify needs and opportunities, and provide suggestions for improvement to enhance community well-being and foster sustainable development.

NOTE: Employees may be required to undertake additional duties within the limits of their skill, competence and training, consistent with their band level, and in any area of Council.

Physical Demands and Work Environment

- In this role, you will occasionally be required to lift and carry heavy objects (weighing up to 10kg), with occasional repetitive tasks (bending, squatting, climbing, twisting, and reaching) and motions (simple grasping, fine manipulation, pushing and pulling, finger dexterity, and foot movement).
- Incumbents must possess adequate peripheral vision, hearing, depth perception, and colour discrimination to effectively perform the duties of this position.
- Incumbents will encounter occasional exposure to risks in the workplace which will require you to follow relevant site processes and wear the appropriate identified personal protective equipment (PPE) to ensure the safety of all employees.

Essential Criteria

Education:

- Bachelor's degree in Civil Engineering.
- Project Management Professional (PMP) certification, or the ability to obtain one within six (6) months of hire.

Licensing:

- Registration as a Registered Professional Engineer of Queensland (RPEQ) in civil engineering.
- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.

Experience and Knowledge:

- Minimum of six (6) years of civil engineering experience, preferably within a local government setting.
- Minimum of five (5) years public works project management experience.
- Demonstrated expertise in managing engineering and construction projects ranging from simple to highly complex.

- Comprehensive knowledge of construction standards, methods, and materials.
- Proven management skills to oversee the work of internal teams and external contractors effectively.
- Strong interpersonal and communication skills to tactically ensure contractor compliance with plans and specifications, while maintaining positive working relationships with stakeholders, including contractors, employees, and the general public.
- Strong verbal and written communication skills to interact effectively with employees, consultants, government agency representatives, and the community.
- Knowledge of public works contract administration, including contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, and closing of contracts.
- Knowledge of complex design and drafting methods, software, and equipment.

Acknowledgement

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Approving Manager:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	