Manager Road Construction and Maintenance

Position Details

Location	Alpha Jericho, Barcaldine, or Aramac Muttaburra District Regional work and travel as required
Status	Full Time, Non-Award Position (Above Award) Subject to Councils capacity to pay, funding, and employee performance
Industrial Instruments	Queensland Industrial Relations Act 2016
Classification	Management level, based on experience and assessed qualifications
Reports to	Director of Works
Direct Reports	Provides supervision and direction to assigned employees as determined by Councils organisational structure

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 Muttaburra. 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

Key Responsibilities

Leadership, Workforce and Safety:

- Provide strong operational leadership to Supervisors and their teams, establishing clear priorities, performance expectations and accountability.
- Lead, coach and develop employees, building workforce capability, promoting teamwork, and addressing performance and workplace issues promptly and fairly.
- Promote a strong safety culture and ensure operational activities comply with Council's Work Health and Safety Management System, relevant legislation and Chain of Responsibility obligations.
- Work collaboratively with Workplace Health and Safety to identify hazards, investigate incidents, manage operational risks, and implement corrective actions across areas of responsibility.

Operational Program Delivery and Road Maintenance:

- Lead the delivery of Council's annual capital works and road maintenance programs, including operational planning, scheduling, workforce and resource allocation.
- Oversee the construction, rehabilitation and maintenance of Council's sealed and unsealed road network, ensuring works are delivered safely, within budget and to required standards.
- Manage proactive, planned and reactive maintenance activities, including network inspections, defect identification, prioritisation and rectification in accordance with Council's service standards.
- Determine appropriate delivery methodologies, including the use of internal resources and contractors, to achieve operational and financial objectives.
- Provide operational advice to the Director of Works and Manager Engineering Services regarding constructability, project delivery, resourcing, costs and asset handover.

Contract Management, Town Services and Disaster Response:

- Manage the delivery of the Road Maintenance Performance Contract (RMPC) and other TMR works in accordance with contractual and reporting requirements.
- Oversee the delivery of town services across Council's communities, including streets, stormwater, parks and open spaces, in accordance with agreed service levels.
- Lead operational responses to emergencies and natural disasters, including road closures, emergency works, resource coordination and support to the Local Disaster Management Group (LDMG).
- Oversee disaster recovery and reconstruction works under the Disaster Recovery Funding Arrangements (DRFA), ensuring compliance with Queensland Reconstruction Authority (QRA) requirements, funding conditions and reporting obligations.

Financial Management and Compliance:

- Develop, manage and monitor operational budgets, ensuring effective resource utilisation, expenditure control and delivery within approved financial allocations.
- Oversee procurement, contractor expenditure, variations, job costing and timesheet management within delegated authority and Council's procurement requirements.
- Monitor operational performance, financial outcomes and project progress, identifying risks, budget variances and opportunities for improvement.
- Ensure works comply with relevant legislation, technical specifications, environmental and cultural heritage obligations, contractual requirements and Council's quality management systems.
- Maintain accurate operational records and provide timely operational, financial and performance reports to the Director of Works and Council.

Stakeholder Engagement and Customer Service:

- Build and maintain effective relationships with Engineering Services, TMR, contractors, landholders, Traditional Owners and the broader community.
- Work collaboratively with internal departments to align operational delivery with Council's infrastructure priorities and organisational objectives.
- Oversee the resolution of operational matters and customer service requests in accordance with Council's service standards.
- Represent Council professionally in operational meetings, stakeholder discussions and community engagement activities as required.

Fundamental Responsibilities

- Comply with all Council policies, practices, and procedures and fulfil 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:

- Tertiary qualification in civil engineering, construction management or a related discipline, or equivalent experience in civil construction and maintenance management.
- Project management qualification (highly desirable).

Licensing:

- Current Queensland class 'C' Driver Licence.
- Current General Construction Induction Card (White/Blue Card) or equivalent.
- Registered Professional Engineer of Queensland (RPEQ) (highly desirable).

Experience and Knowledge:

- Minimum of 5 years' experience managing road construction and maintenance, preferably in rural or remote local government.
- Demonstrated experience delivering RMPC or other TMR contract works and DRFA flood damage works.
- Sound knowledge of sealed and unsealed road construction and maintenance in western Queensland conditions.
- Demonstrated safety leadership and knowledge of WHS legislation, traffic management and HVNL Chain of Responsibility.
- Experience working within ISO-accredited management systems.
- Demonstrated experience leading a dispersed workforce, managing performance and resolving conflict.
- Demonstrated budget management, scheduling and Council report writing skills.
- Strong communication and customer service skills, and proficiency in Microsoft 365 and corporate systems.

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:	