



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION
DESCRIPTION**

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POSITION TITLE	Manager Engineering Services	CLASSIFICATION	M3
DIRECTORATE	Engineering and Infrastructure	AWARD STREAM	Individual Contract
DEPARTMENT	Engineering Services	REPORTS TO	Director Engineering and Infrastructure
POSITION NO.	59,000.00	LAST REVIEW DATE	May 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Engineering and Infrastructure Directorate is responsible for Roads & Drainage Infrastructure, Parks & Recreation, Technical Design Services, Plant & Fleet operations and Corporate properties of Council

C. POSITION SUMMARY:

The Manager Technical Services position provides infrastructure planning, design and technical services to Council and the Engineering and Infrastructure Directorate including:

- Coordination and management of detailed design consultancy's
- Minor inhouse designs
- Management of Road Corridor Access permits
- Program development – asset renewals and new Capital works
- Adhoc community enquires as they relate to Roads Infrastructure
- External funding application development and submissions
- Coordination of Design standards
- Coordination and Management of Natural Resources (gravel and water as required for road works)
- Management of 3rd party access to the road corridor

D. DUTIES:

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POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Provide leadership and efficient and effective management of department functions and activities.
2. Provide strategic leadership of the department addressing community and customer needs analysis, strategy and policy.
3. Ensure personal and departmental compliant governance.
4. Develop a positive performance-focussed workforce culture.
5. Develop and plan whole-of-Council infrastructure future priorities under the 5-, 10- and 20-year major capital works programs in conjunction with the Manager Infrastructure.
6. Coordinate asset management for roads, drainage infrastructure.
7. Provide timely and thorough engineering assessment of the engineering aspects of development applications and operational works applications in conjunction with the Planning department's Development Engineering section, based in-part on Council's development guidelines (the Capricorn Municipal Development Guidelines or CMDG).
8. Manage external consultants in the delivery of designs and reports for the delivery of future infrastructure projects.
9. Manage the Civil Engineering aspects of external third-party agreements.
10. Ensure Council bridges are managed and maintained in accordance with TMR inspection guidelines.
11. Assist in the delivery of Capital Projects for the Engineering directorate as required.
12. Liaise with Government departments at Commonwealth and State level, identify opportunities for and development applications for grants for relevant functions and capital works under the Engineering and Infrastructure Directorate.
13. Co-ordinate the ongoing review, revision and generation of Council's Design Guidelines, Construction Standards and Standard Drawings.
14. Provide development and training to Graduate Development Engineer when applicable
15. Provide input the Bowen Basin Regional Roads and Transport Group (BBRTG) in company with the Engineering and Infrastructure Leadership Team
16. Manage compliance and coordination of natural resources as they relate to road construction (gravel and water)
17. Assist in the co-ordination of as-constructed information input into Council's information systems.
18. Undertake Technical investigations as required and as they relate to roads and drainage infrastructure
19. Other duties which could reasonably be described as incidental and peripheral to the main tasks

E. KEY COMPETENCIES:

Knowledge and skills

1. Proven ability to deliver on commitments and drive a department to achieve a high level of efficiency.
2. Proven ability to manage external providers to deliver value for money for Council.
3. Experience in developing a positive customer and community focus both internally and external to the organisation.
4. Excellent oral and written communication skills.
5. Knowledge of civil infrastructure construction and maintenance processes, particularly for rural areas containing heavy industries.
6. Ability to write technical reports and scope civil construction works, including knowledge of TMR

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specification and the relevant Local Government and Transport Acts of Queensland and other relevant specifications.

7. Ability to interpret technical specifications and designs and communicate requirements to Works Coordinators and Team Leaders.
8. High Level of proficiency in Microsoft applications including Microsoft Project.

Experience

1. Experience providing leadership and management of department functions and activities.
2. At least 10 years demonstrated civil engineering experience or significant other relevant demonstrated experience.
3. Demonstrated understanding of technical asset management principles and practices.
4. Demonstrated understanding and evidence of Program Development practices including strategy development, needs and gap analysis and works program balancing.
5. Experience servicing multiple customers and working with a large variety of people with their own priorities.
6. Experience in leading and managing the delivery of design and technical services covering a variety of engineering and infrastructure portfolios including roads, drainage, and traffic.

Qualifications

1. Degree qualification in Civil Engineering or similar Engineering degree with relevant civil experience (desirable).
2. Post graduate qualifications in Management would be looked on favourably or other significant and relevant demonstrated experience.
3. Registered Professional Engineers of Queensland certification is desirable.
4. Current C Class Australian Drivers Licence.

F. PHYSICAL DEMAND CATEGORY:

- ☐ Sedentary Work
- ☐ Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- ☒ Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- ☐ Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

Audio-Visual Demands:

- ☒ Depth Perception ☒ Colour Discrimination ☐ Peripheral Vision ☒ Hearing (Avg)

Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input checked="" type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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☐ 6 - 8 Hrs

☐ 6 - 8 Hrs

☐ 6 - 8 Hrs

Heights

☐

☒

Noise

☒

☐

Repetitive Motions:

☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

This Job Will Require:

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.

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12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.

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4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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Isaac Regional Council


We're delivering in a changing world

 **OUR VISION**

Helping to energise the world.
A region that feeds, powers and builds communities, now and for the future.

 **OUR GOAL**

To pursue long-term sustainable futures for Isaac's communities.

 **OUR VALUES**

**COMMUNITY FOCUS**

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

**TEAMWORK**

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

**CARING**

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

**POSITIVE WORK ETHIC**

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.