

ASSET AND PLANNING ENGINEER POSITION DESCRIPTION

Position Title	Asset and Planning Engineer
Directorate	Infrastructure Services
Department	Engineering Services
Position No.	59,025.00
Classification	Level Six (6) - Level Eight (8)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Engineering Services
Last Review Date	September 2025

ORGANISATION SUMMARY:

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 Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Infrastructure Services Directorate ensures an integrated approach and responsibility for Roads and Drainage Infrastructure, Parks and Recreation, Technical Services, Plant and Fleet, and operations of Council. The Engineering Services Department provides Third Party Access (Heavy Vehicle and Road Corridor), Quality Management System maintenance, Asset Management, Program Development and Capital Delivery Services for Roads, Transport, Parks and Recreation Infrastructure.

POSITION SUMMARY:

The Asset and Planning Engineer position provides support the Manager Engineering Services through provision of technical advice, Asset Management and program development services for the Infrastructure program. The position will be required to work across departments and respond to requests for Engineering input into various Council operations. Including review and input into road corridor permits, operational works applications and development applications. The role assists in the identification and preparation of applications for external funding opportunities and the planning and development of the infrastructure Capital works program and approved projects.

DUTIES:

Position Accountabilities and Performance Objectives

1. Provide timely and thorough engineering assessment of the engineering aspects of development applications and operational works applications in conjunction with the department's Design and Planning Engineer to deliver Council's expected specifications under the applicable Design and Development Guidelines.
2. Undertake Program Development for Capital Projects for Councils Roads, Transport, Parks and Recreation Infrastructure including scope and standard development.
3. Review of construction design drawings and provide feedback.
4. Management of Councils asset programs, as they relate to Roads, Transport, Parks and Recreation Infrastructure.
5. Assist in the delivery of Capital Projects for the Engineering directorate as required.
6. Provide technical input and prepare reports as required.
7. Assist in identification and preparation of applications for external funding opportunities.
8. Assist in the planning and development of detailed programs for future programs.
9. Coordinate utilisation counting and establish a program for updating Council-wide data as they relate to Roads, Transport, Parks and Recreation Infrastructure.
10. Assist in the review, revision and development of Council's Design Guidelines, Construction Standards and Standard Drawings.
11. Review of as-constructed information and ensure new data is inputted into Asset management and GIS systems.
12. Development of assets renewal projects based on current condition and review of new projects based on strategic alignment.
13. Maintaining the Asset Register in collaboration with the Strategic Asset Management Team.
14. Provide specialist advice on policy reviews and development.
15. Collection of data to develop and influence future capital programs.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Proven ability to deliver on multiple actions on time and prioritise workflow in a constantly changing set of circumstances.
2. Excellent oral and written communication skills with the ability to prepare technical reports and influence managers and colleagues.
3. Knowledge of civil infrastructure construction and maintenance, particularly in rural areas containing heavy industries.
4. Ability to write technical reports and scope civil construction works, including knowledge of relevant specifications.

5. Ability to interpret technical specifications and designs and communicate requirements to Works Coordinators and Team Leaders.
6. High Level of proficiency in Microsoft applications.
7. Understanding of Asset Management Principals across Roads, Transport, Parks and Recreation Infrastructure.

Experience

1. Demonstrated civil engineering experience.
2. Experience servicing multiple departments and working with a large variety of people with their own priorities.
3. Experience in providing strategic assessment in identifying community, customer and organisational needs analysis.
4. A track record of a positive performance focused workforce culture and influence on colleagues.
5. Experience in developing a positive customer and community focus within all branch activities and functions.

Qualifications

Mandatory – this role requires the possession of:

1. Degree qualification in Civil Engineering or similar Engineering degree with relevant civil experience.
2. C Class Open Australian Drivers Licence.

Desirable

1. RPEQ accreditation or working toward RPEQ accreditation would be looked upon favourably

DELEGATED AUTHORITY AND ACCOUNTABILITY:

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 and obligation that comes with their powers.

CERTIFICATION:

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		