



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION DESCRIPTION

**ISAAC
REGION** 
HELPING TO ENERGISE THE WORLD

POSITION DESCRIPTION



POSITION TITLE	Technical Officer – Maintenance Planning	CLASSIFICATION	Level Five (5) – Level Six (6)
DIRECTORATE	Engineering and Infrastructure	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream A
DEPARTMENT	Fleet	REPORTS TO	Manager Fleet
POSITION NO.	58,206.00	LAST REVIEW DATE	February 2025

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middelmount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability 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 Fleet Department is responsible for the planned maintenance and renewal of fit for purpose vehicles, equipment and plant across the organisation and the management of Councils depots. The department is also responsible for the delivery of capital projects and strategic asset management for Isaac Regional Councils fleet and depots.

C. POSITION SUMMARY:

Reporting to the Coordinator Plant & Workshops, the Technical Officer – Maintenance Planning position is responsible for the planning, coordination, execution and reporting of maintenance activities across Fleet, Plant and Equipment assets.

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D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. In consultation with the Plant and Fleet team, develop, maintain and implement maintenance schedules and work plans for the team in line with relevant plant and fleet maintenance requirements.
2. Plan, prioritise and execute unscheduled work resulting from breakdowns in consultation with the Plant and Fleet team and the affect department.
3. Schedule maintenance inspections and services.
4. Manage stock and critical spares required for Fleet operations.
5. Source parts and materials to allow maintenance works to be undertaken in a timely manner
6. Provide repair and mechanical support (hands on) (subject to qualifications) as and when required
7. Ensure maintenance activities achieve maximum effective use of the plant and equipment.
8. Maintain system requirements and administration duties.
9. Travel to other towns across the region as required.
10. Ensure accurate and timely data entry and information management in ECM, TechOne and Lucidity, or future system to ensure records are maintained as per policy.
11. Assist the Coordinator Plant & Workshops to establish Preventative Maintenance agreements as well as maintaining the Fleet Management System.
12. Maintain a safe and healthy working environment with focussed efforts at improving safety, quality and environmental practices in the directorate, where appropriate.
13. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Strong interpersonal, communication and negotiating skills with the ability to influence managers and employees.
2. High level written and oral communication skills, and the ability to effectively communicate with internal and external stakeholders to develop working relationships.
3. The ability to scope and quote maintenance works and prepare a variety of documentation to support program objectives.
4. High level experience in Microsoft applications, spreadsheets, particularly Excel, is required.
5. Experience with Corporate Enterprise Systems, such as Technology One and MS Project would be favourable.
6. Demonstrated ability to plan & schedule plant and fleet maintenance.

Experience

1. Trade Qualification in relevant mechanical discipline or minimum four (4) years' demonstrated experience in a similar role.
2. Excellent interpersonal skills and team orientation.
3. Computer literate with experience using Microsoft Office suite, particularly Excel is required.
4. Excellent time management and organisational skills with the ability to multi-task in a fast-paced environment.
5. Excellent interpersonal, team building and oral/written communication skills.
6. Strong analytical and computer skills.
7. Demonstrated capacity to provide technical, management and operational advice to Council.

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Qualifications

1. Qualification in relevant mechanical trade or Minimum 4 years in similar role.
2. Blue/White card.
3. The role requires the possession of a current C Class Open 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 type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input checked="" type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs

Work Environment:

Attribute:	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" 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"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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:

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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.
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

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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.
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.

CARING



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

We believe that people matter.

TEAMWORK



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

We cultivate commitment through
shared purpose, to create value.

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.