




## **Manager Roads Construction and Maintenance**

### **CONTACT**

**Chris Whitaker**  
Director Infrastructure Services

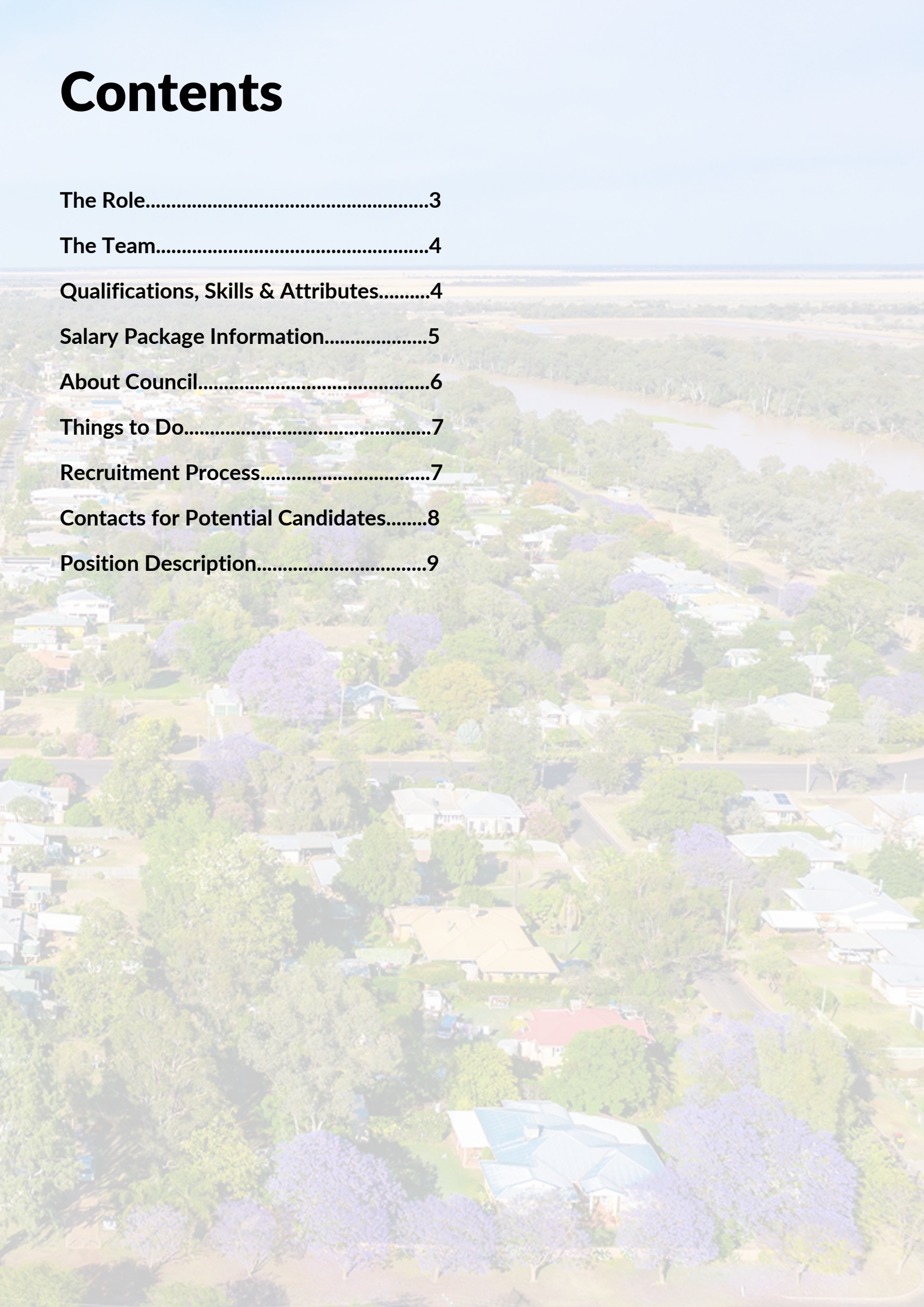
 **4620 8888**

 **[recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)**



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## The Role

Council is seeking a Manager Roads Construction and Maintenance that will play a pivotal role in the success of the Balonne Shire Council.

Reporting directly to the Director of Infrastructure Services, the Manager must display strong leadership and communication skills and deliver on the core values of the Balonne Shire Council.

Building relationships with internal and external partners is essential. Having a background in leadership, engineering and roads management is considered a pre-requisite for this position.

Balonne Shire is a progressive Council, always looking at opportunities to grow and develop our staff. This is an outstanding opportunity to take a leading role in a progressive organisation.

## Leadership

The ideal candidate will be a highly organised leader who can provide guidance to a team managing multiple projects and tasks concurrently. Excellent time management and work prioritisation skills are essential, with the ability to track work in progress and build the capacity of the team.

## Stakeholder Engagement

The Manager Roads Construction and Maintenance is required to be a confident communicator as the position requires substantial stakeholder engagement and consultation.

Stakeholders can include, but are not limited to:

- Customers and Community groups
- QLD Department of Transport and Main Roads
- The Mayor and Councillors
- Internal Management and teams - including significant interaction with all other departments



## The Team

The Team consists of approx. 25 full and part time team members and is comprised of RMPC, local and construction roads crews. The teams are dynamic, passionate, capable and work well as a team, stepping in to help each other when required.

## Direct Reports

The role has 5 direct reports being, Graduate Engineer, RMPC Supervisor, Construction Supervisor, Project Engineer and Local Roads Overseer.

## Qualifications, Skills and Attributes

### Essential

- Basic drafting skills (AutoCAD)
- Project maintenance experience
- Experience with Civica's software 'Reflect'
- Microsoft Office 365 Suite (Including MS Project)
- Experience managing procurement, contracts and budgets
- 3 years' experience managing roads construction and operational maintenance activities
- Tertiary qualifications in engineering with ability to obtain full membership from Engineers Australia

### Desirable

- Accredited RPEQ
- Diploma Project Management
- Aerodrome Reporting Officer
- Traffic Management Design qualification
- 3 years' experience in a Local Authority
- Working within ISO certified management systems
- Managing RMPC (Roads Maintenance Performance Contracts) and Major Works Contracts



## Salary Package Information

- \$131,250 – cash component
- Superannuation 13.5%
- Vehicle private use: maximum 20,000km p.a
- Accommodation: Council accommodation will be available for a nominal rental which can be salary sacrificed
- Annual Leave – 5 weeks per annum
- Personal Leave – 15 days per annum
- Long Service Leave – 13 weeks after 10 years
- Relevant industry memberships will be supported
- Council is committed to professional development with a structured approach
- Relocation expenses may be negotiated



## About Council

The Balonne Shire is in Qld, approximately 600kms southwest of Brisbane with the Shire boundary in the south, sitting on the NSW border. It covers an area of just over 31,000km<sup>2</sup> and has a population of approximately 4,500.

Town communities within the shire include, St George, Dirranbandi, Hebel, Bollon, Thallon, Nindigully, and Mungindi (Qld side).

Neighbouring regional centres are:

- Toowoomba – 4-hour drive to the east
- Dalby – 3-hour drive east
- Roma – 2-hour drive north
- Goondiwindi – 2-hour drive southwest

We currently have approximately 115 staff members. The elected Council consists of the Mayor + 6 Councillors with administration led by the Chief Executive Officer.

This position is based in St George which is the largest town in the Shire and is located on the banks of the beautiful Balonne River. There are many waterways throughout the shire with a number of these converging before flowing south into the Murray Darling system.

There are several schooling options in Balonne with 2 primary schools, and one high school readily accessible in the St George Township.

Tertiary education is also nearby with the Country University Centre in St George with access to TAFE, University of South Australia, Whyalla Campus, and the University of Adelaide Rural Clinical school.



## Things to Do

Living in the Balonne Shire offers a unique blend of rural living and modern conveniences. Located in the southwestern part of Queensland, this region is home to stunning landscapes, picturesque towns, and a welcoming community.

Agriculture is a significant part of the local economy, and the region is known for producing some of Australia's finest beef and cotton. The region has surprising diversity and unique attractions and is rich in native bird, animal life and vast waterways. Every town is situated beside a river or creek.

A major attraction of the region is the giant silos featuring stunning "Watering Hole" mural which are landmarks of the nearby town of Thallon.

There is a large range of sporting clubs available for both children and adults including swimming, rugby union and rugby league, golf, cricket, netball, squash, and tennis to just name a few.

The great outdoors is popular pastime, with swimming on the Balonne River, fishing, boating, water-skiing, and camping.

There are also hot springs in Mungindi and St George and splash park at our local pool.

## Recruitment Process

### How to Apply

Submitted applications must include:

- Cover Letter
- Resume
- Responses to the Selection Criteria - found on page 5 of the Position Description

Applications may be submitted via email, hand delivered or posted as follows:

Email: [recruitment@balonne.qld.gov.au](mailto:recruitment@balonne.qld.gov.au)  
Hand Delivered: 118 Victoria Street, St George QLD 4487  
Post: PO Box 201, St George QLD 4487



## Contacts for Potential Candidates

To assist any potential candidates, we have provided a list of contact points that might be helpful for Candidates considering the move to St George.

### Visitor Information Centre - 07 4620 8877

- 112-114 St Georges Terrace, St George QLD 4487
- Welcome Pack for new residents, maps & helpful resources
- <https://www.stgeorgeregion.com.au/>

### St George Noticeboard on Facebook

- May be helpful to post if looking for anything locally and for connecting with local organisations.
- <https://www.facebook.com/groups/stgeorgenoticeboard/>

### Connect Southwest QLD website

- Helpful website for Events and for Employment opportunities.
- <https://www.connectsouthwest.com.au/Employment/Education>

### NCC Early Learners St George (Daycare) - 07 4625 1830

- <https://nccearlylearners.com.au/centres/st-george/>

### Schools

- St George State School – 07 4620 8333
- St George State High School – 07 4620 8222
- St George St Patrick's Primary School – 07 4625 3058

**Google** can also be a helpful tool for researching and sourcing contacts and information.





## ***Position Description***

# Position Description

## Manager Roads Construction and Maintenance

POSITION DETAILS	
DEPARTMENT:	Infrastructure Services
POSITION:	Manager Roads Construction and Maintenance
REPORTS TO:	Director Infrastructure Services
DIRECT REPORTS:	RMPC Supervisor, Construction Supervisor, Graduate Engineer, Project Engineer, Local Roads Overseer
PRINCIPAL LOCATION:	193-199 Grey Street, St George QLD 4487
EMPLOYMENT BASIS:	Permanent - Contract
POSITION PURPOSE:	The Manager Roads Construction and Maintenance is responsible for external road contracts the construction/replacement and maintenance of Council's roads, drainage (incl bridges), plant and equipment and other Council assets. Ensuring Council meets its levels of service, regulatory and licensing requirements through providing high quality technical advice and strong personnel leadership.

POSITION REQUIREMENTS		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Tertiary qualification in engineering with ability to obtain full membership from Engineers Australia</li> </ol>	<ol style="list-style-type: none"> <li>1. Accredited RPEQ</li> <li>2. Diploma Project Management</li> <li>3. Aerodrome Reporting Officer</li> <li>4. Professional Certificate Asset Management Planning</li> <li>5. Traffic Management Design qualification</li> </ol>
SKILLS	<ol style="list-style-type: none"> <li>2. MS Office 365 Suite (including MS Project)</li> <li>3. Basic drafting capability (AutoCAD)</li> <li>4. Managing procurement, contracts, and budgets</li> <li>5. Developed HR and interpersonal skills</li> <li>6. Professional writing skills</li> <li>7. Experience with Civica's software, Reflect</li> </ol>	
EXPERIENCE	<ol style="list-style-type: none"> <li>8. 3 years' experience managing road construction and operational maintenance activities</li> <li>9. Managing plant maintenance and renewals</li> <li>10. Project Management Experience</li> <li>11. Asset Management Plan – implementation and updating</li> <li>12. Managing procurement, contracts, and budgets</li> </ol>	<ol style="list-style-type: none"> <li>6. 3 years' experience in a Local Authority</li> <li>7. Aerodrome Management</li> <li>8. Managing RMPC and major work contracts</li> <li>9. Working within ISO certified Management Systems</li> </ol>

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the <b>BAL-1044 Immunisation Procedure</b> .			
<input type="checkbox"/> Influenza	<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)
<input type="checkbox"/> Tetanus	<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

# Position Description

## Manager Roads Construction and Maintenance

POSITION KPI's		
KPI's	Action	Measurement Criteria
<b>DELIVERY</b>	<ul style="list-style-type: none"> <li>- Project governance followed with clear reporting of project status with a focus on Budget, Time and Quality at all times</li> <li>- Technical coordination &amp; assistance to area and other areas as required</li> <li>- Ensure that Asset management for area are reliable and inform finance and future maintenance and replacement programmes</li> <li>- Operational replacement, renewal, upgrade, and maintenance are carried out to meet Council expectations</li> </ul>	<ul style="list-style-type: none"> <li>- Number of projects completed on time and within budget</li> <li>- Number of customer / internal complaints</li> <li>- Asset Register and Plans are Current</li> <li>- Maintenance and replacement programmes in place</li> <li>- Actions from actions are completed or planned for completion</li> <li>- Meeting time, cost, and quality requirements</li> </ul>
<b>CLIENTS</b>	<ul style="list-style-type: none"> <li>- Promote the professional image of Council as being efficient, courteous and customer focused</li> <li>- Respond to Service Requests, identified problems, non-conformance and incident reports as soon as reasonably possible within required timeframe</li> <li>- NHVR Requests</li> <li>- Ensure Council meets its NHVR COR requirements</li> <li>- TMR (RMPC, TIDS, and other Contracts) excellence in service and delivery</li> <li>- SWRRTG – Participate in Regional Roads Group</li> </ul>	<ul style="list-style-type: none"> <li>- Number of customer / internal complaints</li> <li>- Number of Service requests actioned on time</li> <li>- Ensure all requests are responded to within required timeframe</li> <li>- No non-conformances</li> <li>- No non-conformances</li> <li>- Positive relationship maintained</li> <li>- Attend 100% meetings, reporting is complete</li> </ul>
<b>ADMIN</b>	<ul style="list-style-type: none"> <li>- Ensure Council Policies within area of responsibility are current &amp; reviewed</li> <li>- Ensure all procurement is consistent with Council's Policies, Procedures and Code of Conduct at all times</li> </ul>	<ul style="list-style-type: none"> <li>- All policies are reviewed, amended where required and current</li> <li>- All procurement is as per Council's Policies, Procedures and Code of Conduct</li> </ul>
<b>HEALTH + SAFETY</b>	<ul style="list-style-type: none"> <li>- Ensure relevant Safety documentation is completed for area.</li> <li>- Ensure Supervisors/Crews and Contractors are meeting their WHS obligations</li> <li>- Complete relevant safety documentation and report all hazards and incidents</li> <li>- Encourage a positive safety culture within area</li> </ul>	<ul style="list-style-type: none"> <li>- Number of non-conformances or areas of improvement</li> <li>- all reports are reviewed, completed, and submitted in a timely manner</li> <li>- Always lead by example</li> </ul>
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>- Ensure tasks are complete to a high standard</li> <li>- Improvement of systems/process</li> </ul>	<ul style="list-style-type: none"> <li>- Council's &amp; Customer expectations met</li> <li>- At least 1 system/process improved per quarter</li> </ul>
<b>TEAM</b>	<ul style="list-style-type: none"> <li>- Ensure team planning day is held</li> <li>- Manage staff performance continuously</li> <li>- Mentor and train staff as required</li> </ul>	<ul style="list-style-type: none"> <li>- Hold min 1 planning day/year for team</li> <li>- All appraisals/reviews completed on time</li> <li>- Performance Management implemented as required and regular one on one meetings with senior staff</li> <li>- Training needs analysis completed for all members of team</li> </ul>

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## Manager Roads Construction and Maintenance

	<ul style="list-style-type: none"> <li>- Be a team player and assist proactively within your capability</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure all of team members receive adequate training for their roles</li> <li>- Participation in requested tasks and involvement in team activities</li> </ul>
<h3>AUTHORITY/DELEGATION</h3>		
<p>Works independently as well as in a team, within general guidelines and objectives provided by the Director Infrastructure Services. This position has delegated purchasing authority in accordance with <b>Council's Delegation Register</b>.</p>		
<h3>RESPONSIBILITIES</h3>		
<h4>INHERENT RESPONSIBILITIES</h4>		
<ul style="list-style-type: none"> <li>• To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.</li> <li>• Work in a safe manner at all times and report any workplace hazards.</li> <li>• To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.</li> <li>• Communicate all health and safety matters to supervisors where applicable.</li> <li>• To be punctual and reliable</li> <li>• To report problems or difficulties encountered</li> <li>• Contribute to the Council with suggestions for improvement</li> <li>• Monitor personal qualifications and licences to ensure currency</li> <li>• All council employees are bound by the <i>Queensland Local Government Act 2009</i> to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.</li> <li>• Communicate reliably and regularly, especially when working alone.</li> <li>• Be environmentally responsible by minimising wastage without compromising safety or effectiveness</li> </ul>		
<h4>KEY RESPONSIBILITIES</h4>		
<p>The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities include;</p> <ul style="list-style-type: none"> <li>• Monitor and provide technical support in roads, drainage and plant &amp; equipment to achieve Council's operational and maintenance requirements.</li> <li>• Prompt response and manage of identified problems and/or non-conformance issues</li> <li>• Monitor and provide technical support for Council infrastructure projects and programs</li> <li>• Implement and maintain asset management plans for assets within the role.</li> <li>• Deliver budgeted operational and capital works (scope, cost, schedule, and quality)</li> <li>• Review and improve the operations and maintenance activities through a process of monitoring, benchmarking, and developing and implementing improvements</li> <li>• Responsibility of external work submissions and contract delivery for works within area</li> <li>• Perform other duties within your capabilities as directed</li> </ul>		
<h4>MANAGEMENT SYSTEMS RESPONSIBILITIES</h4>		
<h5>Organisational Continuous Improvement &amp; Quality Management</h5> <ul style="list-style-type: none"> <li>• Willingness and ability to adapt to challenge and opportunities:             <ul style="list-style-type: none"> <li>- changing workforce capabilities through multiskilling, succession planning, knowledge management</li> <li>- changing technologies and operational procedures by expanding your knowledge of future trends and required competencies</li> </ul> </li> <li>• Willingness and ability to set the example and live Council values</li> <li>• Willingness and ability to advocate a positive and constructive coaching and feedback culture</li> <li>• Willingness and ability to promote and embody a positive attitude by connecting to a sense of purpose</li> <li>• Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such</li> <li>• Willingness and ability to integrate the competing demands of work, home, community and self</li> <li>• Willingness to actively participate in all training provided</li> </ul>		

# Position Description

## Manager Roads Construction and Maintenance

- Willingness to occasionally camp out in other towns as work dictates

### Work Health & Safety and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council's safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

### MANAGEMENT RESPONSIBILITIES

#### Staff Management

- Provide leadership and direction to direct report employees
- Mentor and develop direct report employees to encourage high standards of professionalism, performance, integrity and ethical conduct
- Proactively monitor team performance and implement performance management strategies as required build positive relationships through the various levels of Council, both politically and operationally

#### Communication & Interpersonal

- Effectively communicate with different levels of the organisation and external stakeholders
- Apply both formal and informal communication strategies to suit the needs of the stakeholder
- Service delivery or interaction with the customer is focused on resolving immediate problems and mitigating the risk of potential problems
- Encourage continuous review of service culture and the implementation of policies and practices valued by customers
- Project and promote the image of Council as being efficient, courteous and customer focused by open, honest and timely communication with stakeholders
- Provide leadership and strategic direction to direct report employees
- Comply with Council's Code of Conduct
- Model high levels of professionalism
- Build positive relationships through the various level of Council, both politically and operationally

### ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Director Infrastructure Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on, and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Director Infrastructure Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

# Position Description

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### SELECTION CRITERIA

#### Essential

The criteria that must be satisfied by applicants for this appointment include the following:

1. Tertiary qualification in engineering field with ability to obtain membership from Engineers Australia
2. Demonstrated experience in managing road construction projects from planning to construction
3. Demonstrated experience creating and managing maintenance and replacement/renewal programmes
4. Demonstrated experience managing contracts, procurement, and budgets
5. Demonstrated experience in stakeholder consultation (eg Qld Main Roads Department), engagement, and management
6. Current C Class open drivers' licence

#### Desirable

- Experience in a local authority.
- Project management experience
- Registered Professional Engineer Queensland (RPEQ)

# Position Description

## Manager Roads Construction and Maintenance

### ORGANISATIONAL STRUCTURE

