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# Diamantina Shire Council

# POSITION DESCRIPTION

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SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Strategic Services Coordinator
- 2.0 AWARD:** Queensland Local Government Industry (Stream A) Award – State 2017
- 3.0 SECTION:** Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services.
- 4.0 CLASSIFICATION:** Level 7
- 5.0 DEPARTMENT:** Infrastructure
- 6.0 BRANCH:** Strategic Services
- 7.0 LOCATION:** Bedourie
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## 8.0 POSITION OBJECTIVE

To ensure Council's assets and strategic services are efficiently and effectively maintained and that all services are provided in a timely and reliable manner. The role will actively work towards the achievement of operational and corporate planning objectives, while monitoring and responding to daily operational demands.

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## 9.0 REQUIREMENTS OF THE POSITION

### a) Skills/Capabilities

- Demonstrated ability to manage the maintenance of valuable Council assets including airports, facilities and buildings, parks and grounds.
- Demonstrated ability to analyse, diagnose and solve complex problems especially with regard to Councils assets.
- Proven time management and organisational skills in a high pressure, target-driven environment.
- Well-developed written and interpersonal communication skills, including formal report writing, negotiation, conflict resolution and consultation.
- Demonstrated high level skills in the use of Microsoft Project.
- Demonstrated high level of skills in the use Microsoft Office products including Word, Excel and Outlook.
- High levels of analytical and problem solving skills to resolve complex issues.
- Demonstrated ability to lead, manage and supervise a work team, motivate staff and monitor processes and outcomes in a customer service environment.

### b) Knowledge

- Comprehensive knowledge of the statutory requirements relevant to building, water and sewerage, and airport assets.
- Knowledge of or the ability to obtain an understanding of applicable local government policies and procedures including the Local Government Act 2009.
- Workplace health and safety requirements.
- Quality Assurance requirements and procedures.

### c) Experience and/or Qualifications

- Civil Engineering Degree or significant experience in a similar role

- Minimum 3 years previous experience managing Council assets.
- Minimum 3 years project management experience.
- White Construction Card
- Current Queensland C class drivers licence.
- Eligible to hold an Aviation Security Identification Card

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## 10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Develop and maintain capital and maintenance works programs for all Council assets/projects, in consultation with the Infrastructure Manager, Consulting Engineer, Works Coordinator and other relevant staff.
- 2) Develop, monitor and maintain capital and operational budgets and ensure job costing is completed correctly in consultation with the Infrastructure Manager and other relevant staff.
- 3) Manage the operations, maintenance, compliance and reporting of Council airports
- 4) Manage and supervise the training, rostering, compliance and performance of the REX operations for Bedourie
- 5) Oversee the management of plant fleet performance, maintain the plant replacement program and manage the procurement and disposal of plant.
- 6) Manage water supply and sewerage operations, maintenance, compliance and reporting.
- 7) Manage the delivery of Council waste management strategy including waste collection and disposal in accordance with EPA requirements.
- 8) Implement & maintain Councils Asset Management Plans for Buildings & Other Assets, Plant & Equipment, Water & Sewerage in consultation with the Infrastructure Manager and other relevant staff including Finance.
- 9) Provide supervision, direction, mentoring and planning support to all direct reports including the Parks & Gardens teams for Bedourie and Birdsville, Workshop team, Facilities Maintenance team, Pest & Compliance Officer and Strategic Services administration support.
- 10) Provide comprehensive reporting to Management and Council as required.
- 11) Assist in the delivery of large projects including establishing and monitoring budgets and schedules, liaising with clients and suppliers, managing contracts and providing required reports to Council and funding bodies.
- 12) Investigate and diagnose technical problems and issues, research suitable solutions and provide recommendations and reports to management.
- 13) Liaise with various professional and government bodies as required including QRA, CASA, QM Auditors, Financial Auditors, DTMR, EPA etc.
- 14) Ensure administration tasks are completed and records are maintained including all legislative requirements, tenders, reports and general correspondence as required.
- 15) Communicate, solve and discuss work problems with other team members at regular team meetings.
- 16) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 17) Ensure that Councils Quality Assurance Program is adhered to.
- 18) Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- 19) Perform other Council work as directed

### Workplace Health and Safety Responsibilities

- 20) Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

**Note:** An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

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## 11.0 KEY SELECTION CRITERIA

- 1) Civil Engineering Degree or similar or significant experience in a similar role
- 2) Substantial project management experience particularly with large infrastructure projects.

- 3) Substantial experience in managing assets including roads, buildings, utilities or parks.
- 4) Leadership and coordination skills, with the ability to stimulate a high level of performance and foster teamwork across a varied and multidisciplinary workforce.
- 5) High level oral and written communication skills with the ability to prepare succinct reports.
- 6) Proven time management, organisational, conflict resolution and negotiation skills.
- 7) High level of computer skills, including MS Office Suite and specifically MS Project.
- 8) Demonstrated understanding of and commitment to Quality Assurance & WHS principles and practices.
- 9) Current Queensland C class driver's licence.

**Note:** As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

## 12.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
<b>Light Duty</b>	Frequent lifting / carrying of objects weighing up to 5kgs					<input checked="" type="checkbox"/>	
<b>Work</b>	Frequent lifting / carrying of objects weighing up to 10kgs					<input type="checkbox"/>	
<b>Heavy Work</b>	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving		Hearing	<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception	<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination	<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision	<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs			Simple Grasping	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs				

## 13.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Infrastructure Manager

Internal Liaisons: All Council Departments

External Liaisons: Federal, State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

## 14.0 EXTENT OF AUTHORITY

As per Council delegations register.

**15.0 APPROVALS**

**Reviewed By:** Trevor Stewart  
Infrastructure Manager

**Approved by:** Leon Love  
Chief Executive Officer

**Signed:**

A handwritten signature in black ink, appearing to be 'LL', with a horizontal line extending to the right.

**Date:** 8/12/2020

I, [Name], have read and understood this **Position Description – Strategic Services Coordinator** and accept the objectives and responsibilities of this position.

Signed: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Print name: \_\_\_\_\_