Longreach Regional Council
Ilfracombe Isisford Longreach Yaraka

Schedule 2 – Position Description

Position Name:	Works Coordinator
Position Number:	4002
Directorate:	Infrastructure
Team:	Civil Construction
Category of Employment:	Permanent Full-Time
Classification Level:	Level 7-8
Classification Type	Queensland Local Government Industry (Stream A) Administration Technical Officer
Reports to:	Manager of Operations
Located:	Longreach
Accountable for:	Construction and maintenance Longreach and Ilfracombe, Minor Works and Sealed Network
Vehicle Authorisation:	Classification 3- Commute Use
Financial Delegation:	Yes
Revised:	October 2026

Our Vision

Connecting Council and Community

Our Mission

Delivering Excellent Services

Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking

Position Objective

This position is responsible for effectively managing and leading activities in the areas of civil construction and maintenance, ensuring that projects, programs, contracts, service standards, budgets, and management outcomes set by Council are achieved in a cost-effective, timely, and compliant manner.

Position Responsibilities

Functional Areas	Key Accountabilities
Project Management	• Coordinate Council's construction and maintenance programs (such as variations on the RMPC, MWPC,), R2R, TIDS, Flood Damage and operations. • Establish, implement and monitor, proactive maintenance programs in consultation with supervisors and stakeholders • Monitor, review, and report on project progress, identify problems, manage resources, and recommend solutions (such as variations on the RMPC, MWPC,), R2R, TIDS, Flood Damage. • Prepare project estimates. • Revise and implement project changes as required to maintain efficiency and quality. • Coordinate required Inspection and Test Plans (ITPs) such as, but not limited to, setting out, and excavation, compaction testing, review compaction reports against project specifications, and ensure results and any required corrective actions are documented. • Oversee concrete works, coordinating required Inspection and Test Plans (ITPs) such as, but not limited to, setting out, steel fixing inspections, pre-pour inspections, concrete testing and review of test reports to verify compliance with approved drawings and specifications. • Implement project quality assurance requirements in accordance with Council procedures, applicable standards and project specifications, maintaining inspection and test records, addressing and documenting non-conformances, and verifying completed works meet required standards.
Contract Management	• Administer allocated civil construction and maintenance contracts in accordance with contract conditions, Council procedures and delegated authority in consultation with Procurement and other stakeholders. • Monitor contractor delivery against agreed scope, specifications, milestones, quality standards and reporting requirements, and address or escalate non-conformance. • Assess progress claims against verified work completed and recommend payment in accordance with contractual requirements and Council approval processes.

	• Assess and document variations, extensions of time and other contractual claims, obtain required approvals and escalate matters outside delegated authority to the Manager of Operations. • Maintain accurate contract records, including correspondence, instructions, inspections, claims, approvals and contractor compliance documentation. • Coordinate contract completion, defects rectification and handover, and report contractual risks, expenditure and outstanding obligations to the Manager of Operations.
Financial and Resource Management	• Collect, collate, interpret, and verify data relating to job costing and productivity. • Assist in the preparation of budget submissions and works programs. • Develop budget estimates in consultation with the Operations Manager and Director of Infrastructure Services. • Initiate cost reporting for all jobs on a fortnightly basis to ensure awareness of project performance. • Facilitate Council plant maintenance and servicing in accordance with audit and budgetary requirements and in consultation with the Fleet and Workshop Manager and the Workshop. • Support the implementation and monitoring of QA procedures throughout the Longreach Branch.
People Leadership and Development	• Supervise and motivate staff and contractors to ensure efficient and safe work practices. • Identify and report training needs to enhance workforce capability. • Provide clear direction and promote a positive team culture focused on safety, performance, and accountability. • Ensure staff adhere to Workplace Health and Safety policies and Safe Work Practices.
Quality, Safety and Environmental Management	• Ensure compliance with Workplace Health and Safety standards and Environmental Management requirements. • Monitor and report on Quality Assurance compliance across all activities. • Support the continuous improvement of QA and WHS systems and processes.
Customer Service	• Monitor, review and address Customer Service Requests. • Respond to customer enquiries as per policy and procedures
Other Duties	• Prepare various reports when required. • Other such relevant duties as required from time to time which would generally fall within the scope and competency of this position as directed by your accountable supervisor or the Chief Executive Officer.

Extent of Authority

Extent of authority for this position includes:

This position manages a work area of Council and has significant delegated authority. Selection of methods and techniques is based on sound judgement, noting that guidance is not always readily available within the organisation. Decisions and actions taken at this level may have a significant effect on the programs, projects and

work areas being managed. Where the prime responsibility is to supervise outside staff, employees at this level develop and implement significant works programs. Where the prime responsibility is in a technical field, employees at this level develop appropriate methodology and apply proven techniques in providing specialised technical services, and exercise significant levels of initiative in the accomplishment of technical objectives.

Key Relationships

Internal		
Supervisor	Manager of Operations	The Works Coordinator will have an effective relationship with the Manager of Operations and be responsive to their requests
	Director of Infrastructure	The Works Coordinator will have an effective relationship with the Director of Infrastructure and will be responsive to their requests.
Works with - Internally	Engineering Technical Officer, Quality Assurance Officer and Asset Inspector	The Works Coordinator will work collaboratively with others on designing, inspecting and quality control.
	Supervisors, Workshop, Leading hands and Field staff	The Works Coordinator will work collaboratively to lead, guide and support daily operations.
External		
Works with - externally	Customers, members of the community and other stakeholders	The Works Coordinator builds respectful and collaborative relationships with contractors, suppliers, government agencies, the community, and regulatory authorities to ensure quality outcomes, compliance, and alignment with Council's values.

Key Behavioural Competencies

Key behavioural competencies for this role include demonstrating the following behaviours on a consistent basis:

- Lead a safe and healthy workplace by planning and communicating safe work methods, ensuring hazards are identified and controlled, and ensuring incidents are reported and addressed promptly.
- Deliver works programs to agreed scope, time and budget by setting clear priorities, allocating resources effectively, monitoring performance, and resolving issues early.
- Communicate clearly and professionally with staff, contractors, customers and stakeholders, providing timely updates, responding to enquiries, and managing conflict constructively.
- Exercise initiative and sound judgement within delegated authority, comply with Council policies and legislative requirements (including procurement), maintain accurate records, and escalate matters outside delegation.

- Lead and develop the team by setting expectations, coaching and providing feedback, supporting training needs, and maintaining quality standards through inspections and continuous improvement.

Position Requirements

Skills

- Lead and motivate teams, managing staff and plant operations.
- Plan, oversee, and budget projects across multiple worksites.
- Communicate effectively and engage with customers and stakeholders.
- Prioritise tasks, solve problems, and ensure work meets deadlines.
- Read, interpret, and apply construction plans, specifications, and road design knowledge.
- Understand and follow Council procedures and standards.

Knowledge

- Will have obtained in previous appointments or service an equivalent level of expertise and experience to undertake the range of activities required.
- Demonstrated knowledge of construction practices and the ability to supervise those working in this area.
- Technical knowledge of work activities performed with the ability to supervise those working in this area.
- Sound knowledge of policies and regulations relevant to Local Government operations.
- Sound knowledge of relevant statutory requirements.
- Working knowledge of methods of operation used by Council.

Mandatory Experience/Qualifications

- Current "C" Class Drivers Licence.
- General Construction Induction card.
- Certificate IV in Civil Construction (Civil Supervision).
- Significant experience in the road construction.
- Technical knowledge of road designs/specifications.
- Extensive project management.
- Demonstrated administrative and organisational ability and experience.
- High level of interpersonal communication skills.

Desirable Experience/Qualifications

- First Aid and CPR Certificate.
- Certificate IV in Leadership and Management.

Delegations and Authorisations

Financial Delegation

☒	Supervisor/Coordinator	$50,000	Approval of purchase orders within approved budgets, subject to compliance with Council procurement and quotation requirements under Council policies and the CEO-to-Employee Delegations Register; procurement

			exceeding delegation must be escalated to an authorised delegate.

Vehicle Authorisation

☒	**Classification 3** – Commuter Use	This position is authorised to use a Council-owned or hired motor vehicle under ***Classification 3 – Commuter Use*** in accordance with Council's Motor Vehicle Policy and Management Directive – Motor Vehicle Provision and Use. Vehicle use is limited to Council business and travel to and from the workplace via the safest and most direct route, unless otherwise approved in writing by the Chief Executive Officer, relevant Director or Chief Financial Officer. The position holder must comply with all licence, safety, garaging and reporting requirements and does not have authority to approve vehicle allocations or alternative usage arrangements.

☒ Where the position has Delegations and Authorisation

Chief Executive to Employee Delegations and Authorisations

This position exercises powers and functions in accordance with Council's *Delegations and Authorisations Policy*, the *Chief Executive Officer to Employee and Contractor Delegations Register*, and any *Authorised Person/ Authorised Officer Instrument of Employment* issued to the role holder. Authority is limited to those delegations and authorisations formally granted and current at the time of action. The position holder is responsible for understanding and complying with the scope and conditions of their delegations and for escalating matters outside delegated authority in accordance with council procedures.

Vision and Hearing Requirements

☐ This position requires a vision test

☒ This position requires a hearing test

Cognitive Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Working Independently - ability to utilise autonomy with respect to the processes by which tasks are completed.	☐	☐	☒	☐
Team Based Work - works in a team of people and not exposed to isolation	☐	☐	☒	☐
Communicating With Others – Verbal	☐	☐	☐	☒
Communicating With Others - Written	☐	☐	☒	☐
Focused Attention on Task - high levels of attention required to minimise errors and ensure accuracy	☐	☐	☒	☐

Concentrating – high levels of concentration required while completing required tasks	☐	☐	☒	☐
Planning and Sequencing Tasks and Activities - managing multiple tasks or projects simultaneously, ensuring that all activities are completed efficiently and effectively.	☐	☐	☐	☒
Decision Making - required to exercise sound decision making while completing all aspects of the position	☐	☐	☐	☒
Problem Solving – requirement to develop sound solutions to novel or unusual problems arising during the course of the day	☐	☐	☐	☒
Reasoning - required to exercise sound reasoning while completing all aspects of the position within defined scope	☐	☐	☐	☒
Judgement - required to exercise sound judgement while completing all aspects of the position within defined scope	☐	☐	☐	☒
Short and Long-term Memory Recall – ready access to documented procedures or precedents to perform requirements of the position	☐	☐	☐	☒
Emotional Resilience - exposure to stressful or distressing situations including meeting specified deadlines and production demands, dealing with aggressive or upset customers/clients, high conflict situations, general workload demands, change beyond individual's personal control	☐	☐	☐	☒
Interruptions – frequency of interruptions to daily work plans and requirement to change work plans at short notice	☐	☐	☒	☐

Physical Requirements

☐ This position does not require more than 10-15% manual handling/physical exertion

☒ A task analysis exists because this position requires more than 10-15% manual handling/physical exertion

Physical Requirements	Frequency (% of working day)			
	Rare/Never	Occasional 0-33%	Frequent 34 – 66%	Constant > 66%
Mobility/Posture				
Sitting – stay in seated position (including driving)	☐	☐	☒	☐
Standing – standing in an upright position, moving less than 3 steps	☐	☐	☒	☐
Walking – In an upright position, moving more than 3 steps	☐	☐	☒	☐
Crawling – Move on the hands & knees or by dragging the body close to the ground	☐	☒	☐	☐
Non-Manual Handling				
Crouch/Squat - To lower the body by bending forward from legs and spine, buttocks on or near the heels	☐	☐	☒	☐
Kneeling – To lower the body	☐	☐	☒	☐

Bending – To bend forward and down from the waist or the middle of the back, rounding the shoulders and back for more than 3 seconds	☐	☐	☒	☐
Reaching – Extending arms out in any direction	☐	☐	☒	☐
Twisting/Trunk Rotation – Rotating the body to one side or the other without moving the feet	☐	☐	☒	☐
Fine Manipulation/Pinch Grip – Fingers are on one side of the object and thumb on the other, typically without the object touching the palm	☐	☐	☒	☐
Power/Open Hand Grip – Using the whole hand to grasp an object, typically used to handle large or wide objects where the fingers are extended	☐	☐	☒	☐
Writing/Typing	☐	☒	☐	☐
Climb Ladders	☐	☒	☐	☐
Climb or descend stairs	☐	☒	☐	☐
Low Level Work – Performing manual handling actions at or near ground level	☐	☐	☒	☐
Manual Handling Work				
Lift/Carry/Hold – Raising or lowering an object from one level to another and holding/transporting the object using the hands, arms or on the shoulders	☐	☐	☒	☐
Pushing/Pulling – Applying force to move something away or closer to oneself, including static positions	☐	☐	☒	☐
Weight Requirements – lift, carry, push, pull or hold				
1 - 5kg	☐	☒	☐	☐
5.1 – 10kg	☐	☒	☐	☐
10.1 -15kg	☐	☒	☐	☐
15.1 -20kg	☐	☒	☐	☐
Lift floor to hip	☐	☒	☐	☐
Lift waist to shoulder	☐	☒	☐	☐
Lift overhead	☐	☒	☐	☐

Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC– SMS** ***(Longreach Regional Council's - Safety Management System)*** incorporating WH&S policies, procedures, and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time, and casual employees. Your responsibilities include:

- To comply with instructions given for WH&S at a workplace by the employer.
- Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.

- Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace.
- For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use.
- Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace.
- Not to willfully place at risk the WH&S of any persons at the workplace including yourself.
- Adhere to the LRC–SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items.
- Performing all work and associated functions in a safe, efficient, and effective manner.
- Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers.
- Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards.
- Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace.
- To report hazards and risks in accordance with WH&S procedures.
- Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility.
- Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council.
- Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- Report any concerns for WH&S to your Supervisor.

Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Brett Walsh – Chief Executive Officer
Signature:	
Date:	
Present Incumbent:	
Signature:	
Date:	