

# Position Vacant – Project Engineer

For full details and requirements of the role – Please refer to the [Position Description](#)

## BENEFITS AND CONDITIONS

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Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Over award salary of \$98,325 per annum
- Locality allowance of \$1,945 per annum
- 19 day month (Monthly RDO)
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum
- Council staff have access to Employee Assistance Programs (EAP's), free and confidential counselling, coaching and advice
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Superannuation – Council Contribution 13.50% applicable on commencement of employment. Contributions at the rate of 6% (employee) are compulsory after 12 months employment. Personal contributions can be salary sacrificed

## HOW TO APPLY

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All applications must include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

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

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

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

**Please quote Council reference – 26-27-024**

For further enquiries regarding this vacancy and associated selection process, please contact Mark Pain on 4620 8888.

*Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.*

**APPLICATIONS CLOSE – 5pm, Sunday 27 September 2026.**

David Burges

**ACTING CHIEF EXECUTIVE OFFICER**

# Application for Employment

Please complete this form for each position being applied for.

|                                                                                                                                                                |  |                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------|--|
| Position: Project Engineer                                                                                                                                     |  | Reference Number: 26-27-024 |  |
| <b>Applicant Details</b>                                                                                                                                       |  |                             |  |
| First Name:                                                                                                                                                    |  | Last Name:                  |  |
| Address:                                                                                                                                                       |  |                             |  |
|                                                                                                                                                                |  |                             |  |
| Postal Address:                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |
| Mobile:                                                                                                                                                        |  | Alternate Number:           |  |
| Email:                                                                                                                                                         |  |                             |  |
| <b>Work History</b>                                                                                                                                            |  |                             |  |
| Current Employer:                                                                                                                                              |  | Started:     /     /        |  |
| Location:                                                                                                                                                      |  |                             |  |
| Main Duties:                                                                                                                                                   |  |                             |  |
|                                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |
| Past Employer:                                                                                                                                                 |  | Started:     /     /        |  |
| Location:                                                                                                                                                      |  | Finished:     /     /       |  |
| Main Duties:                                                                                                                                                   |  |                             |  |
|                                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |
| Past Employer:                                                                                                                                                 |  | Started:     /     /        |  |
| Location:                                                                                                                                                      |  | Finished:     /     /       |  |
| Main Duties:                                                                                                                                                   |  |                             |  |
|                                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |
| <b>Licences, Certificates and Qualifications</b>                                                                                                               |  |                             |  |
| Licence: <input type="checkbox"/> C – Car <input type="checkbox"/> LR – Light Rigid <input type="checkbox"/> MR – Medium Rigid <input type="checkbox"/> Other: |  |                             |  |
| Training certificates and qualifications you currently hold, include dates:                                                                                    |  |                             |  |
|                                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |
|                                                                                                                                                                |  |                             |  |

# Application for Employment

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             |
| Have you ever been in a supervisory role? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, total length of experience (in years):<br>In which industry did you gain the majority of your work experience:<br><input type="checkbox"/> Rural <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Health care <input type="checkbox"/> Retail<br><input type="checkbox"/> Hospitality <input type="checkbox"/> Education & Training <input type="checkbox"/> Other: |                                                                             |
| <b>Residency Status</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                             |
| What is your current residency status?<br><input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Resident of Australia <input type="checkbox"/> Other:                                                                                                                                                                                                                                                                                                              |                                                                             |
| Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Non-citizen with a valid visa that provides work rights                                                                                                                                                                                                                                                                    |                                                                             |
| <b>Other Questions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |
| Do you require any special arrangements at an interview? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, provide details:                                                                                                                                                                                                                                                                                                                                                                                  |                                                                             |
| Where did you find this job?<br><input type="checkbox"/> Council Website <input type="checkbox"/> Seek <input type="checkbox"/> Facebook / Instagram <input type="checkbox"/> Balonne Bulletin<br><input type="checkbox"/> LinkedIn <input type="checkbox"/> Other:                                                                                                                                                                                                                                                            |                                                                             |
| <b>References</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                             |
| <i>Reference No. 1</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Contact Number:                                                             |
| Company:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <i>Reference No. 2</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |
| Name:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Contact Number:                                                             |
| Company:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Declaration</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                             |
| I confirm that, to the best of my knowledge, the information in this application is accurate. I understand that any false or misleading information may result in my application being rejected or my employment terminated. I also acknowledge that pre-employment checks, including a medical, criminal history, and drug and alcohol test, are required.                                                                                                                                                                    |                                                                             |
| I have attached a copy of my resume & cover letter <input type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                             |
| Applicants Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                             |
| Signature: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date:     /     /                                                           |

# Position Description – Project Engineer

| POSITION DETAILS                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DEPARTMENT:                              | Infrastructure Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                     |
| POSITION:                                | Project Engineer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                     |
| REPORTS TO:                              | Manger Roads Construction and Maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                     |
| DIRECT REPORTS:                          | No Direct Report – However may have control over project team/s consisting of Council employees and/or contracts as required for various projects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                     |
| PRINCIPAL LOCATION:                      | 193-199 Grey Street, St George                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                     |
| EMPLOYMENT BASIS                         | Full Time – Over Award Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| POSITION PURPOSE:                        | The Project Engineer is responsible for assisting the Manager Roads Construction and Maintenance in providing specialist engineering, construction management and contract administration expertise in the delivery of road and drainage infrastructure projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                     |
| POSITION REQUIREMENTS (section criteria) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                     |
| TYPE                                     | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | DESIRABLE                                                                                                                                                                                                                                                                                           |
| QUALIFICATIONS                           | 1. Bachelor's Degree in Engineering (Civil) or current enrolment in a Bachelor of Engineering (Civil)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 1. Professional Engineer Queensland (RPEQ) or in the process of obtaining                                                                                                                                                                                                                           |
| SKILLS                                   | 2. Ability to interpret and apply policies, procedures, and legislative requirements<br>3. Ability to work unsupervised, meet demanding deadlines and deliver high quality outcomes<br>4. High-level customer service and communication skills with an ability to liaise effectively with stakeholders in a culturally diverse environment<br>5. Proficiency using the Microsoft Office suite<br>6. Ability to communicate and deal with people at all levels and to make prompt reliable decision within the bounds of allocated responsibilities                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                     |
| EXPERIENCE                               | 7. Experience maintaining quality assurance systems and records pertaining to construction works<br>8. Knowledge of civil road and drainage construction and rehabilitation techniques<br>9. Experience and capability in the procurement of civil infrastructure construction contracts.<br>10. Knowledge in the administration of AS4300 (Design and Construction) contracts<br>11. Knowledge of Workplace Health & Safety Requirements for management of direct staff and construction works delivered by Principal Contractors, plant and equipment, and contractors<br>12. Experience in road construction and maintenance<br>13. Experience managing road construction projects and programs<br>14. Experience in stakeholder management | 2. Experience in local authority or Department of Transport and Main Roads (TMR)<br>3. Experience in managing an outdoor workforce engaged in delivering construction and maintenance services<br>4. Experience managing TMR minor contracts (including RMPC), equipment, procurements, and budgets |

# Position Description – Project Engineer

| IMMUNISATION REQUIREMENTS                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------|
| The ticked boxes indicate the immunisations required for this role in accordance with the <i>BAL-1044 Immunisation Procedure</i> .                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                                                     |
| <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 KPI's                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                                                     |
| DELIVERY                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>Projects delivered efficiently and within expected time frames, reflecting positively on Council's capability.</li> <li>Projects delivered within budget allocations in a controlled manner.</li> <li>Projects delivered with effective review and management of quality and specification requirements.</li> </ul>                                                                                                                                                                         |                                                 |                                                     |
| CLIENTS                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Projects delivered with effective community and stakeholder engagement strategies.</li> <li>Customer requests actioned within established customer service standards and practices.</li> <li>Stakeholders provided timely, accurate and well-considered advice to minimize disruption / inconvenience.</li> <li>Develops and maintains favourable, empathetic relationships with complex and challenging stakeholder groups, resolving matters fairly, reasonably and tactfully.</li> </ul> |                                                 |                                                     |
| ADMIN                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>Builds positive working relationships with contractors.</li> <li>Resolves contractual matters fairly and reasonably in accordance with contractual provisions.</li> <li>Mitigation of risk through effective oversight and control of contractual correspondence, instructions, surveillance, audit, inspection, and record keeping.</li> </ul>                                                                                                                                             |                                                 |                                                     |
| HEALTH + SAFETY                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Appropriate management of workplace health and safety matters as Superintendent's Representative and /or Superintendent's Site Representative.</li> <li>Projects delivered with effective review and management of environmental requirements.</li> </ul>                                                                                                                                                                                                                                   |                                                 |                                                     |
| QUALITY                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Maintaining timely and accurate reporting.</li> <li>Maintain control over project and contract outcomes, instigating timely corrective actions intervention, as required.</li> <li>Builds favourable contracting relationships and has the capability to resolve complex and challenging matters fairly, reasonably, and tactfully.</li> </ul>                                                                                                                                              |                                                 |                                                     |
| TEAM                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>Be a team player and assist proactively within your capability.</li> <li>Mentor and train staff as required.</li> <li>Play a part in improving team culture.</li> </ul>                                                                                                                                                                                                                                                                                                                     |                                                 |                                                     |
| AUTHORITY/DELEGATION                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                                                     |
| Works independently under general guidance, guidelines and objectives provided by the Manager of Roads Construction and Maintenance. This position has delegated purchasing authority in accordance with <i>Council's Delegation Register</i> . |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                 |                                                     |

# Position Description – Project Engineer



| RESPONSIBILITIES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INHERENT RESPONSIBILITIES</b> <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 risks.</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>Abide by and assist in maintenance of the Council's Safety Management System</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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>KEY RESPONSIBILITIES</b> <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 but are not limited to:</p> <ul style="list-style-type: none"> <li>Undertake and/or provide technical expertise for, contract administration for road infrastructure construction, administer contracts in the delivery of works projects in accordance with the conditions of contract as the Superintendent's Representative</li> <li>Manage Council's day-to-day construction works and programs for roads, and Department of Transport &amp; Main Roads contract works.</li> <li>Manage allocated Capital and Operation Projects as directed.</li> <li>Assist in planning, managing, and providing leadership, including coordination of operations and performance</li> <li>Assist with developing and controlling expenditure against annual budgets for relevant activities, including the revenue generating road maintenance and construction for the Department of Transport &amp; Main Roads and other relevant government agencies</li> <li>Prepare periodic reports to the Manager Roads Construction and Maintenance to monitor safety, programmed expenditure, quality, environmental, stakeholder engagement, customer service and other performance requirements.</li> <li>Assist in the preparation of progress claims and payment certificated for contracted works.</li> <li>Maintain quality assurance systems and records pertaining to construction works.</li> <li>To be able to assist with capital works program management, construction procurement, construction management and contract administration services.</li> <li>Perform other duties within your capabilities as directed.</li> </ul> |
| <b>MANAGEMENT SYSTEM RESPONSIBILITIES</b> <p>Organisational Continuous Improvement &amp; Quality Management</p> <ul style="list-style-type: none"> <li>Willingness and ability to adapt to challenge and opportunities, for example: <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 by Council's values</li> <li>Willingness and ability to advocate a positive and constructive organisational culture</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> <p>Work Health &amp; Safety (WHS) and Risk Management</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

# Position Description – Project Engineer

- 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

### 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
- 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

### Staff Management

- Positive, supportive leadership of subordinate staff and proactively maintains positive, professional interpersonal relationships.
- Customer requests actioned within established customer service standards and practices.
- Provide leadership to direct and indirect report operational employees.

## ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of 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 Manager of Roads Construction and Maintenance 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 Manager of Roads Construction and Maintenance 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
- Completion of digital time sheets on a daily basis.
- Ensure Site Daily Diaries are being recorded accurately and ensuring recorded information of site activities are well presented and documented.
- Ensure the Transport Asset Management Plan is being implemented, working closely with the Asset Team and Manager Roads Construction and Maintenance.

# Position Description – Project Engineer

## Organisational Structure – Roads Construction and Maintenance Team

