

Construction / Maintenance Engineer



Position Number:	1131
Department:	Regional Services
Section:	Civil Operations
Unit:	Urban Operations
Position Status:	Full Time
Classification:	Limited Term Contract
Reports To:	Civil Works Manager
Revised:	November 2025

General Position Statement

This position supports Council's direction by project managing, through the initiation and formulation of extensive works programmes, a diverse range of construction and maintenance projects and to participate in the identification of current and future options and develop strategies to achieve desired outcomes.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Manage the implementation of construction and maintenance projects relating to urban infrastructure assets including roads, stormwater/drainage road furniture (e.g. signs, shelters, seats, etc.), footpaths/cycle ways, line marking and street lights.
- Manage all aspects for the development of work programs for resurfacing of roads, bus stops and shelters, footpath renewal, inlet replacement program and DTMR Road Maintenance Performance Contract.
- Develop detailed works programs for the construction and maintenance projects and make recommendations regarding short term and long term resourcing needs to achieve council objectives within corporate goals.
- Manage all aspects of projects implementation including; design reviews for constructability, preparation of construction estimates, procurement of resources, development of traffic management plans, construction supervision, variations, post construction reviews and collation of as constructed data.
- Quality control including development and implementation of work practices and procedures for various projects, identify quality process variations, ensure work meets quality specifications and identify and develop system improvements.
- Ensure compliance with all Statutory Acts and Regulations as well as all Council WHS policies and procedures as applicable to relevant projects and programmes.
- Undertake duties of innovative and critical nature with limited broad direction.
- Exercise significant independence of action within the constraints of departmental or corporate policy.

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- Promote and maintain a positive organisational image and good community relations.
- Provide specialist advice to other units of Council.
- Consult with the general public to provide excellence in customer service.
- Exercise technical and managerial control over a multi-disciplined construction day labour workforce supported by contractors and sub-contractors as required under the broad direction of the Civil Works Manager.
- Effectively deal with workplace relations issues [e.g. grievances, discipline] in accordance with the Council's Human Resource Policies.
- Provide exception reports to the Civil Works Manager to ensure the outcome of works with significant scope and complexity is achieved.
- Report routinely to the Civil Works Manager on the status of the construction and maintenance projects.
- Refer matters that may impact upon the business, Council and employees to the relevant Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated record of achievement in civil construction and maintenance works and project management in the areas of roads, stormwater and general civil construction.
- Detailed knowledge of council policy, work programmes and procedures and practices attained through experience.
- Demonstrated knowledge of best practice in the area of customer service
- Demonstrated knowledge of quality management processes and practices.
- Sound knowledge of Industrial Relations and Human Resource Management and effective leadership skills.
- Ability to research and draft replies to correspondence, technical reports and other documentation.
- Excellent communication (oral and written) and interpersonal skills relevant to the position and strongly focused on the provision of quality customer service.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Goal Setting – Ability to set, define and deliver goals that are SMART – *Specific, Measurable, Achievable, Relevant and Timely*.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.

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- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Manage Career/Development – Ability to identify development activities required to perform current role and opportunities to develop to meet career expectations (as applicable).
- Manage Resilience and Wellbeing – Commitment and the ability to participate in safety programs to support safety, health and wellbeing in the workplace.
- Ability to effectively operate Council's computer systems, including the Ci Anywhere Suite (R1 and ECM), Pathway, GeoCortex, Conquest, the MS Office Suite, and computer aided drafting software (AutoCAD).

Qualifications/Registration

- Bachelor Degree qualifications in Civil Engineering or related discipline relevant to the duties of the position sufficient to be eligible for membership of Engineers Australia as a Professional Engineer.
- Registered as a Registered Professional Engineer of Queensland (RPEQ).
- Construction Industry Induction (White Card).
- Queensland DTMR Traffic Management Design qualified.

Desirable Qualifications and Experience

- Experience in a local government environment.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- *Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Transitioning to Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth.*

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence (minimum provisional).
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to be immunised against Hepatitis A&B and Tetanus.

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Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job 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:	
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Tactical Leadership (Managers and Coordinators)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Promotes Council's vision and values. Engages and inspires others through aligning work with the vision.
	Empower our People	Coaches, mentors and empowers others through building trust and confidence across Council.
	Enable Teamwork and Collaboration	Identifies opportunities and enables respectful teamwork and collaboration across Council.
	Effectively Communicate across the Organisation	Fosters open and transparent communication and the sharing of information across Council.
	Build Effective Enduring Relationships	Strategically expand own and team's networks to ensure success.
Deliver Results	Manage People Performance	Ensure that teams understand the alignment between their work and Council's vision, mission, purpose and plans and receive support to successfully deliver against those.
	Develop our People	Provide development and coaching and mentoring opportunities to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and supports others to develop organisational, political and situational awareness and supports navigation of same.
	Demonstrate Organisational and Situational Awareness	Makes complex decisions in the absence of clear rules and processes.
	Maintain a Strategic Focus	Develops strategic direction for section/unit in line with Council's strategic direction, values and input from team.
	Plan and Organise Resources	Ensures group delivers against operational plans and KPIs through facilitating the delivery of quality work, safely, within budgets and deadlines.
Customer / Community Driven	Be Customer and Community Focused	Supports and enables teams to ensure the delivery on the purpose of Council and delivering what's best for the customer and community.
	Manage customer and stakeholder relationships	Leads, develops and supports a customer and stakeholder focused team.
Lead and Enable Change	Lead Change Effectively	Leads and champions organisational change.
	Lead Continuous improvement and Innovation	Ensures that the benefits of continuous improvement opportunities are realised across Council.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Maintains own learning agility and enables others in their personal growth.
	Lead with Emotional Intelligence	Role model values based leadership and continued focus on building resilience and leading with emotional intelligence.
	Build and maintain Technical and Operational Competence	Enables others to develop and maintain technical and operational competence.