



# POSITION DESCRIPTION

Engineer - Civil

## ENGINEER - CIVIL

<b>POSITION TITLE:</b>	Engineer – Civil
<b>POSITION NUMBER:</b>	3035
<b>AWARD:</b>	Queensland Local Government Industry (Stream A) Award – State 2017
<b>AWARD CLASSIFICATION:</b>	5 Provisions of appointment pay level and progression to be in accordance with the applicable award
<b>REPORTS TO:</b>	Manager Infrastructure
<b>DEPARTMENT:</b>	Infrastructure & Environment
<b>LAST REVIEWED:</b>	January 2026

### ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

### *Our Commitment*

We inspire people to create a better future.

### *Our Vision*

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

### *We Value*



Honesty



Integrity



Accountability



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## OBJECTIVE OF THIS ROLE

The Engineer - Civil is a key contributor to the development and delivery of infrastructure works and initiatives that ensure the safe, efficient, and effective delivery of Council's water and wastewater services in the townships of Cloncurry, Dajarra, and Kajabbi.

To work collaboratively with the asset engineer and relevant stakeholders to implement and maintain sound asset management processes and systems to support the ongoing delivery of best practice asset management across the organisation and ensure the asset management function within Council fulfil legislative, regulatory, audit and reporting requirements.

This role does so by working closely with Council staff across all areas of the organisation outside consultancies, contractors and Departmental regulators to collaborate on infrastructure projects and initiatives of all shapes and sizes that are all geared toward the continual improvement of Council's infrastructure.

The Engineer – Civil is also a key stakeholder in the development and updating of key organisational documents as these relate to Infrastructure Management the Asset Management Plans, the Cloncurry WTP/STP Master Plan, and the Operational Plan and Budget.

## REPORTING LINES

This position reports to the Manager of Infrastructure within the Infrastructure & Environment Directorate and liaises with both internal and external stakeholders.

## GENERAL DUTIES AND RESPONSIBILITIES

General responsibilities of the position, include but not limited to:

- Assume the accountabilities and responsibilities as per the relevant role dimensions for the position.
- Facilitate co-creation workshops to develop solutions for improved process safety, asset management, and risk management activities.
- General correspondence and report writing
- Provide friendly and professional service to internal and external stakeholders via phone, e-mail, and face to face.
- Report on project progress to key stakeholders and senior leadership
- Respond to all customer requests and queries in accordance with Council's Customer Service Requirements and relevant policies and procedures.
- Stay up to date with the latest construction methods, equipment, safety regulations, and environmental standards.
- Support the development of Process Safety and Asset Management frameworks.
- Undertake projects and tasks within scope of knowledge, skills and abilities as directed.
- Work with subject matter experts and maintenance personnel to create and optimise major asset maintenance strategies and asset management plans.



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## KEY RESPONSIBILITIES IN THIS ROLE

Key responsibilities of the position, include but not limited to:

- Assist with the preparation of Council's Annual Statements in accordance with all statutory financial reporting obligations and comply with all relevant current accounting standards.
- Assisting with the interim and final audit requirement
- Be involved with Council's capital works in progress monthly.
- Budget prioritisation and Long-term planning
- Work collaboratively with the works manager in managing and maintaining Councils Road assets and maintaining traffic and road data.
- Ensure the Manager of Infrastructure is kept informed at all times of all aspects of the operations under your management, control, and supervision.
- Liaise with other internal departments regarding opportunities to improve asset management and GIS activities.
- Work collaboratively with the asset engineer to maintain accurate records and reports of owned assets in Council's asset register.
- Prepare and check estimates for infrastructure works as required.
- Work collaboratively with the asset engineer to process asset finalisations including high level review for accuracy of data submitted and updating asset attributes (quantities, asset types, and asset conditions) in Council's asset register.
- Provide advice to internal stakeholders on asset renewal plans and maintenance strategies.
- Work collaboratively with the asset engineer with asset management services in accordance with relevant legislation, standards, and guidelines.
- Work collaboratively with the asset engineer to provide specialist asset management services including management, continued maintenance and improvement of Council's asset register.
- Work collaboratively with the asset engineer providing support and asset management data and conditions for financial asset valuations.
- Work collaboratively with the asset engineer providing support and asset management data for development and updates to Council's asset management plans.
- Work collaboratively with the asset engineer to resolve asset related enquiries and other relevant matters as required.
- Work collaboratively with the asset engineer with the development and Implementation of Asset renewal works programs.
- Work collaboratively with the asset engineer to update and maintain the infrastructure asset register including the latest condition inventory in Council's corporate and asset management systems.
- Work closely with the infrastructure team conducting condition assessments of infrastructure to develop and maintain defects register for all areas across the directorate.



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## KEY SELECTION CRITERIA

Applicants should address the following:

- A relevant tertiary qualification in Civil Engineering or equivalent experience and knowledge
- Understanding of engineering practices and infrastructure requirements and how they apply particularly within a local government environment.
- Experience in developing and maintaining asset management plans is essential.
- A good working knowledge and understanding of asset management principles and practices including GIS database management.
- Well-developed verbal and written communication skills with the ability to prepare reports and submissions.
- Demonstrated ability to continuous improvement and a commitment to professional development

## QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

### Mandatory:

- A Degree in Civil Engineering – suitable for membership of the Institution of Engineers Australia with a minimum of 3 years relevant experience will be considered;
- Current “C” class driver’s licence is mandatory;
- Construction White Card/30215, Blue Card is mandatory.

### Desirable:

- Project Management certification

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Required to set outcomes within defined constraints.
- Provides specialist, technical or professional advice.
- Freedom to act governed by clear objectives and/or budget constraints.
- Solutions to problems generally found in precedents, guidelines, or instructions.
- Assistance is usually available

## WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council Officers have an obligation to uphold workplace health and safety due diligence when working for the Council, Under Section 27 of the *Work Health and Safety Act 2011* (“Act”)

### To ensure that the person conducting the business or undertaking:

- to acquire and keep up-to-date knowledge of work health and safety matters.
- to gain an understanding of the nature of the operations and generally of the hazards and risks associated with those operations.
- has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
- has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information.
- has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act.



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All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above.

**Please sign below if you have read, understood, and accepted the responsibilities of this position as outlined in this position description.**

**Name**

**Signature    Date**