



## Position Vacant

# Infrastructure Operations Manager

### ***Senior Leadership Position - Infrastructure Operations Manager!!***

*Are you a great people leader who is able to encourage and support teams to construct and maintain our road infrastructure assets and manage operational contracts to build and grow our community at Paroo Shire Council?*

*Located in Southwest Queensland, the Paroo Shire Council covers an area of 47,623 square kilometres with Cunnamulla being the hub of the Shire incorporating four beautiful rural towns, Cunnamulla, Yowah, Eulo and Wyandra and a growing tourism industry. Its unique name Cunnamulla, means 'long stretch of water', as the town sits on the edge of the picturesque Warrego River, a popular spot for boating, water sports, hot springs and fishing.*

*The Council has a new state of the art Civic and Community Enterprise Centre as its regional office and a growing tourism industry which offers a wide choice of attractions and activities including the \$12million mineral-rich artesian Cunnamulla Hot Springs, Cunnamulla Fella and Historical Railway.*

### ***About the Position***

*If you are keen to live and work in a rural Australian community, with a view to expanding your senior leadership skills in a hands-on manager role, then we would love to see you apply for our Infrastructure Operations Manager position. Reporting directly to the Director of Infrastructure, your leadership, supervision and contract management skills will be an asset to our organisation and will ensure that all construction, maintenance and operational activities are performed to the high standard required by Council and their clients.*

*This position is vital to the success of our organisation and will be pivotal for our operational outdoor workforce who are responsible for effectively and efficiently managing the delivery of Council's works programs, operational activities including parks & gardens and water supply and sewerage and workshop and fleet operations. You will be responsible for delivering optimum services for our community, while fostering and supporting a positive culture of teamwork, safety and continuous improvement.*

### ***About You***

*You will be eager to step into a role where your senior leadership experience and your extensive civil construction knowledge of managing Council's operations and contracts, tenders and budgets will be highly valued. You will be able to promote and foster pride in our teams to focus on maintaining our local community infrastructure assets and build our strong workplace culture driving Council's performance and service delivery.*

*Your communication will be clear and concise with our teams and community stakeholders, as you establish and implement a program to complete a diverse range of major road construction and renewal projects such as pavement rehabilitation, road construction and concrete structures such as culverts, footpaths, kerbing and channel.*

*You will be able to proactively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.*

### ***About Your Experience***

*You have extensive operational experience and knowledge as a senior leader in civil construction and maintenance operations with a minimum of 5 years' experience. You will have a proven ability to manage change, build strong teams, and develop effective strategies to understand and prioritise competing demands.*

*It would be great if you had a Diploma or Degree in Civil Engineering and an MR Class Licence however this is not essential, although you will need a current 'C' Class Queensland Drivers Licence, as an essential requirement for this position.*

### **About Your Benefits**

*We will offer you:*

- *A competitive remuneration package of \$93,854 to \$155,000 per annum dependent on level of experience*
- *A partly furnished house for you to create a home*
- *Time to relax with family and friends with 5 weeks annual leave and 17.5% loading*
- *Uniforms so that you never need to find something to wear.*

*You will find a copy of the Position Description on our website ([www.paroo.qld.gov.au/employment](http://www.paroo.qld.gov.au/employment)) and if you would like further information please contact Denise O'Brien, Manager Human Resources on 07 4655 8400.*

***Applications close Monday 17 March 2025*** and we are looking forward to considering your application and meeting you. To apply please email a cover letter addressing the position responsibilities and your resume outlining your qualifications and experiences to [recruitment@paroo.qld.gov.au](mailto:recruitment@paroo.qld.gov.au)

*For more information about the region visit: <https://www.paroo.qld.gov.au/visit-paroo/visitor-information-centre>*

***Please note we can only consider your application if you are eligible to work in Australia***

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## POSITION DESCRIPTION

### OPERATIONS MANAGER

<b>Position Number:</b>	740	<b>Location:</b>	Cunnamulla
<b>Award:</b>	Queensland Local Government Industry Award (Stream A) – State 2017		
<b>Certified Agreement:</b>	Paroo Shire Council – Non-Operational Staff Certified Agreement 2021-2024		
<b>Classification Level:</b>	Contract	<b>Employment Type:</b>	Permanent Full Time
<b>Department / Team:</b>	Infrastructure / Operations		
<b>Reports to:</b>	Director Infrastructure	<b>Supervises:</b>	1 direct report

### Our Values

In making and implementing our decisions we will be guided by the principles of **integrity, efficiency and continuous improvement** and exhibit the following values:

P – Pride

A – Accountability

R – Respect

O – Open and Transparent

O – Opportunities for Employment

S – Safety

C – Commitment



### Position Objectives

The Operations Manager is responsible for ensuring the effective and efficient management of the maintenance and construction of roads, footpaths and drainage to a suitable standard to provide an agreed level of service to the community of Paroo Shire. This will include the management of Council's operational workforce, RMPC contract and recommending contracts for works from tender processes and managing budgets.

### Key Responsibilities

- Provide leadership and governance to Operations Team and be the subject matter expert in the road maintenance operations within the Infrastructure Department.
- Establish and implement a program to complete a diverse range of major road construction and renewal projects such as pavement rehabilitation, road construction and concrete structures such as culverts, footpaths, kerbing and channel.
- Develop, implement and monitor a road maintenance works program for all Council sealed and unsealed roads.
- Collaborate with the Senior Technical Officer to develop and implement Council's road resurfacing program.
- Collaborate with the Senior Technical Officer to manage Council's contract with the Queensland Department of Transport for provision of road maintenance and rehabilitation works under the Road Maintenance Performance Contract (RMPC).
- Manage Council's gravel pit resources, ensuring compliance with WH&S, Department of Agriculture & Fisheries (DAF) and environmental requirements.
- Assist in reviewing and preparing Council's scheduled works program and reports, with regards to roads infrastructure.
- Collaborate with the Director Infrastructure on the department budget planning and preparation as well as overseeing the planning and preparation of operating and capital expenditure and programs and recommending works against approved budget.
- Provide technical advice to senior managers on projects, including budget costs.
- Monitor and be accountable for expenditure against the maintenance budget and make recommendations for quarterly

- reviews.
- Provide recommendations to Council on projects to be considered for the Capital Works Program and prepare reports to Council.
  - Assist in the valuation and revaluation of road infrastructure assets and provide necessary data for asset management systems.
  - Facilitate team meetings and monitor staff performance to foster a culture of continuous improvement including productivity, efficiency and effectiveness.
  - Develop and maintain professional relationships with internal and external stakeholders, including other Government Agencies, to the advantage of road programs in Paroo Shire.
  - Regularly review and recommend improvements to Council procedures, asset management plans, and work practices for roads maintenance and construction.
  - Identify opportunities for cost savings and operational efficiencies.
  - Identify economic opportunities in relation to obtaining income from nonstandard sources and manage the generation of income from private works.
  - Ensure appropriate policies, codes of practice, and processes are adhered to, documented and recorded.

## **Qualifications, Skills and Experience**

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### **Essential**

- Minimum 5 years' operational experience in road construction and maintenance, preferably in rural and remote localities.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.
  
- Demonstrated leadership skills in managing multidisciplinary teams, fostering collaboration, and driving excellence in service delivery.
- Demonstrated technical knowledge of civil engineering projects including road, drainage, and community recreation facilities.
- Demonstrated experience in resource management including staff, external contractors, allocated budget and plant and equipment to achieve agreed targets and timeframes within budget.
- Demonstrated experience in infrastructure project management and contract management preferably applicable to local government context, with a sound understanding of the legislative framework.
- Demonstrated experience in collaborating with various stakeholders, including project managers, engineers, financial officers and other Government Agencies, to align activities with project needs and organisational goals.
- Sound knowledge of the capabilities, maintenance, and safety protocols associated with heavy plant and machinery.
- Ability to implement and oversee safety protocols to ensure a safe working environment.
- Proficiency in negotiating contracts to secure favourable terms and conditions, ensuring compliance with legal and regulatory requirements.

### **Desirable**

- Diploma or Degree in Civil Engineering.
- Experience in managing civil construction and maintenance works in a local government context.
- 'MR' Class Queensland Drivers Licence.
- Proficiency in the use of various construction equipment including plant and machinery.

## **Corporate Accountabilities**

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- Demonstrated commitment to apply and adhere with Council's Policies and Procedures and Local Government Act 2009, including but not limited to Council's Code of Conduct, Work Health and Safety Policy and Anti-Discrimination Policy.
- Capable of carrying out the physical and inherent requirements of the position and being flexible and adaptable to meet the requirements of the position.
- Maintain a positive team culture based on honesty, trust and integrity.
- Perform jobs, tasks and processes in accordance with relevant guidelines and standards.
- Maintain confidentiality of Council information obtained during the course of employment.

- Operate and maintain Council assets including equipment, plant and fleet within Council guidelines and manufacturers' specifications.
- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.

### ***Work Health and Safety***

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- Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.
- Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

### ***Position Description Acceptance***

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*I agree and accept all terms, conditions and duties outlined in this document.*

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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