



## **Position Vacant Works Coordinator – Permanent**

Paroo Shire Council is currently seeking suitable candidates for this vital role.

The Works Coordinator leads the delivery of Council's Maintenance and Capital works programs. They coordinate projects across the full area of the shire and ensure they are delivered according to the agreed standards and timeframes

You will be responsible for fostering a safe and productive workplace and be involved in the short and long term planning of Council Works programs

As a representative of Council, professionalism and the provision of courteous customer service is essential. This is a unique opportunity to lead our Works teams as they build and maintain our public infrastructure.

### **If you have:**

- **A strong Civil Construction Career**
- **The ability to coordinate and prioritise multiple projects of different sizes and scope**
- **Looking to make a lasting impact on the quality of life for the people of the Paroo shire**

### **Then this is the role for you**

### **If this sounds like you, here's how to apply for the role:**

- Review the position description available at [www.paroo.qld.gov.au/employment](http://www.paroo.qld.gov.au/employment) or pick up from the front counter at the Council Civic and Community Centre, Broad Street, Cunnamulla.
- Provide a brief cover letter (1-2 pages) outlining your motivation for applying for this role and the skills and experience that you will bring to the role.
- A targeted resume that highlights the experience that has prepared you for this opportunity.
- Send your cover letter plus your current resume to [recruitment@paroo.qld.gov.au](mailto:recruitment@paroo.qld.gov.au)
- For further information please contact the HR Officer at Council on (07) 4655 8400

**Applications close: COB **Tuesday 14 December 2021****

**Cassandra White  
Chief Executive Officer, Paroo Shire Council**