



Resource Officer

Asset and Environmental Sustainability

Permanent Full time

Scenic Rim Regional Council delivers community services and infrastructure to a population of more than 40,000. With a team exceeding 420 employees, we are committed to shaping a progressive future for our community through collaboration, integration & innovation. We are extremely proud of our region which is well renowned for its breathtaking scenery, agricultural and tourism industries.

This is an exciting opportunity for a suitably skilled and experienced person contribute to the management and resourcing of Asset and Environmental Sustainability projects including but not limited to capital works, maintenance and alliance works.

Key responsibilities of this role include the following:

- Contribute to the management of projects and resources including Day Labour, Contract and Recoverable Works, which will include, but not be limited to:-
 - A wide range of civil construction projects
 - Maintenance of roads, drainage and bridges
 - Alliance works
 - Responding to "Requests for Action" from internal and external customers
 - Provision of timely reports and briefings to ensure Principal Specialist Engineers and Managers are kept fully informed on activities.
- Coordinate the allocation of resources, plant and materials to specific activities to ensure appropriate outcomes in line with Business Unit plans
- Assist with the development, operation and control of the Annual Budget for the Business Unit by preparing budget submissions, estimates of cost for routine works undertaken, and monitoring budget expenditure.
- Prepare site safety plans, conduct site safety inductions, conduct Toolbox Talks and arrange traffic management plans.
- Prepare and monitor job programs using Microsoft Project and be responsible for the detailed short-term programming and prioritising work as evident on the weekly works program as presented to Council.

The successful applicant will have:

- Advanced Certificate in Civil Construction Supervision and or significant experience in a similar role.
- A current Queensland C Class driver's licence and a General Construction Induction Card.
- Comprehensive knowledge of civil works activities including plant and equipment and advanced skills in understanding construction plans, quality assurance procedures, budgetary control and personnel management.
- Advanced skills and experience in planning and programming of works including supervision of field staff establishing priorities and workflow.
- Experience in personnel management and the supervision of field staff

Conditions of employment for this full time role, will be in accordance with Council's Enterprise Bargaining Agreement and relevant Awards with the remuneration ranging between \$90,431.99 - \$96,153.89 per annum.

To apply please submit via [SEEK](#):

1. **A statement** (maximum of 2 pages) demonstrating how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.
2. **A current resume** (maximum of 5 pages) which should include the names and contact details of at least 3 referees. One referee should be a Manager you have worked for during the past two years.

Close date: Applications are to be received by **12 noon 30 October 2020** and are required to be submitted via SEEK.

Please direct any related queries to rick.h@scenicrim.qld.gov.au.

For further information, please refer Council's [website](#).

Jon Gibbons
Chief Executive Officer

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