

Coordinator Transport Infrastructure

Position Description



Position number 301101
Directorate Office of the CEO
Department Transport Infrastructure
Immediate Supervisor Manager, Transport Infrastructure & Fleet
Supervising Positions(s) Senior Grader Operator
Senior Plant Operator
Level PS3

Position Approval  Belinda Urquhart Chief Executive Officer 27 July 2026 Review and Approval Date

Position Objective

Coordinate the repair, maintenance and capital upgrades of MacDonnell Regional Council (MRC) infrastructure assets, including roads and waste management facilities. Ensuring the responsibilities of this position are carried out in accordance with the relevant Federal / NT legislation, Council policies and procedures, contractual requirements and the core values of MRC. Providing accurate and timely reporting against achieving the Goal and Objectives contained within the Council's Regional Plan.

Key Duties and Responsibilities

- Coordinate the planning, delivery and reporting of road maintenance and capital upgrade works across the Council network.
- Coordinate the planning, delivery and reporting of waste management facility capital upgrades.
- Develop and monitor budgets, income, expenditure and financial compliance within the Transport Infrastructure department.
- Report on the departments actions and performance against the Goals and Objectives within the Councils Regional Plan.
- Contribute to asset management plans and maintenance registers.
- Collaborate with service delivery managers to plan, implement and monitor the removal of derelict vehicles and waste management facility clean ups.
- Contribute to identifying, scoping and developing grant funding opportunities.
- Provide specialist advice to MRC Executive Management Team and Council.
- Provide staff coaching, mentoring and performance management.
- Coordinate the provision of training and development of team members.
- Any other reasonable duties as requested.
- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).

Skills and Attributes

- Ability to lead and motivate team members.
- High level communication skills to provide key advice to internal and external stakeholders.
- Operate with a high level of independence and contribute to strategic and operational plans.
- Ability to work effectively and collaboratively with other project teams.
- Analytical decision-making skills with a collaborative approach to problem solving, negotiation and conflict resolution.
- Ability to build relationships with a diverse range of internal and external stakeholders.
- Possess drive and commitment to complete project goals and objectives.
- Experience in establishing and maintaining positive working relationships with stakeholders.
- Demonstrated ability to work in a culturally and linguistically diverse environment.

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Role Requirements

Essential

- Bachelor Degree in Civil Engineering or related field, or extensive experience in a similar role.
- Extensive experience in sealed/unsealed road maintenance, capital upgrades and asset management.
- Extensive experience in preparing project documentation, cost estimates and tender documents.
- Sound financial planning and management skills.
- High level computing skills using MS Excel, MS Project, MS Access, CAD
- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment.
- Current NT Drivers Licence (or interstate equivalent) and the ability to fly in light aircraft if required.
- Satisfactory completion of a Criminal History Check.

Desirable

- Demonstrated experience working effectively with Indigenous Australians.
- Understanding of S19 Leasing/Licensing under the Aboriginal Land Rights (NT) Act 1976.
- Previous experience working for an organisation operating across multiple remote sites.
- 4WD Certificate
- Current First Aid Certificate.

Travel Requirements

This position is based in Alice Springs and approximately 30% of work time will be spent travelling to and working in remote communities, including overnight extended stays within MacDonnell Regional Council service area.

Physical Requirements

The role requires the following physical aspects:

- Sitting and/or standing for extended periods
- Working indoors in an office environment
- Working outdoors in heat and cold.
- Travel in light aircraft or by 4WD vehicle on unsealed roads for lengthy periods

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

