



WORKS & SERVICES COORDINATOR

FLINDERS ISLAND

Full Time

DUTIES & SKILLS

Key Responsibilities:

- Oversee and implement the asset & infrastructure management plan and any maintenance required.
- Leadership of the Works & Services staff.
- Project Manage programs and budgets.
- Manage Roads to Recovery Grants and all grant related administration.
- Develop and coordinate a plant, equipment and inventory plan.
- Preparation of Works & Services budget.

Requirements:

- Qualifications in an appropriate field with 8-10 years combined experience Road Construction, works and services or civil works.
- Highly developed skills in road, footpath, drainage construction, maintenance works, plant, and equipment.
- Demonstrated experience in implementing a high level of safety culture.
- Exceptional communication, negotiation, and conflict resolution
- Experience in leading staff and administering related HR processes.
- Excellent project management and problem-solving skills.
- Experience with the Microsoft office suite
- Holds a current C class (at minimum) drivers' licence.

WANT TO KNOW MORE?

Heidi - 0409 265 048
SEND YOUR RESUME TO
jobs@nebhub.com.au