

JOB ROLE STATEMENT

ELECTRICAL MAINTENANCE MANAGER LEVEL 6

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION **POSITION NO** P0070152

KEY RESPONSIBILITIES

Manage the execution of the maintenance element of the State-wide Electrical Maintenance Contract undertaking the role of the Superintendent's Representative. Manage compliance of the Contractor with all contractual requirements and Main Roads' specifications and requirements for both routine and reactive maintenance.

KEY DELIVERIES

Contract Management

- Manage the execution of the maintenance element of the State-wide Electrical Maintenance Contract undertaking the role of the Superintendents Representative.
- Manage compliance of the Contractor with all contractual requirements and Main Roads' specifications and requirements for both routine and reactive maintenance.
- Review Contractor's performance against the Key Performance Indicators (KPIs) framework relevant to the routine maintenance element of the contract.
- Notify and manage any rectification actions by the Contractor identified from compliance audits and maintain records of the rectifications, tractability and closed out.
- Provide specialist advice to the Electrical Compliance team in respect of maintenance audit requirements.
- Provide specialist advice to the Manager Electrical Contracts and the Senior Project Manager in the administration of the Electrical Maintenance Contract.
- Provide specialist advice to the Principal Electrical Asset Engineer on asset performance in the field and highlight areas where rehabilitation may be required.
- Research and promote leading practice and a continuous improvement approach in asset maintenance and reporting.

Routine Maintenance

- Manage maintenance across the state in accordance with Main Roads' Electrical Intelligent Transport Systems (EITS) Maintenance Servicing Requirements.
- In collaboration with the Contractor develop and manage a routine maintenance schedule to protect durability of the electrical asset.
- Review and report Contractor's progress against the schedule for the financial year.
- Manage audits to ensure that works are being undertaken in accordance with the maintenance schedule.
- Manage the input of all maintenance activities into SPARKS in a timely manner and in the integrity of data.
- Identify potential asset defects to be addressed as part of the annual maintenance review.

Reactive Maintenance

- Review and track the Contractor's performance with regards faults reported and rectified.
- Review the rectification works to ensure service reliability is in accordance with Main Roads' requirements.
- Review data integrity reported through SPARKS to ensure it matches with the data available in the field and other Main Roads' systems such as: SCATS, STREAMS, etc.

Stakeholder Relationships

- Respond to technical enquiries from staff and other teams within Main Roads.
- Build and enhance professional relationships with internal and external stakeholders (LGAs, Service Authorities, Transport Portfolio Partners).

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

| | | |
|------------------------------|---------|-------------|
| (A) TITLE AND LEVEL | LEVEL 8 | POSITION NO |
| MANAGER ELECTRICAL CONTRACTS | | P0070151 |

ELECTRICAL MAINTENANCE MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

| TITLE and LEVEL | POSITION No | CATEGORY Salaried, Wages | NUMBER |
|-----------------|-------------|-----------------------------|--------|
| TOTAL | | | |

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

ESSENTIAL:

- Substantial skill, knowledge and experience in:
 - construction and/or maintenance of electrical control systems and intelligent transport systems
 - project and contract management including time and cost related claims for major works
 - Western Australian Electrical Requirements (WAER), AS/NZ 3000, 3017 and 3019
 - building and enhancing stakeholder relationships
 - managing technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
- Knowledge of:
 - general conditions of contract for major works AS 2124 - in an electrical context
 - policies and procedures on Occupational Safety and Health in particular with regards to electrical safety, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

DESIRABLE:


- An unrestricted electrical worker's licence endorsed 'electrician'.
- An Advanced Diploma of Electrical Engineering that meets the Australian Qualifications Framework (AQF Level 6) and accredited by the Australian Skills Qualifications Authority (ASQA) or the Western Australian Training Accreditation Council (WATAC).

SPECIAL REQUIREMENT:

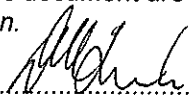
- Applicants must be willing and able to undertake occasional travel to other parts of Western Australia.

CERTIFICATION

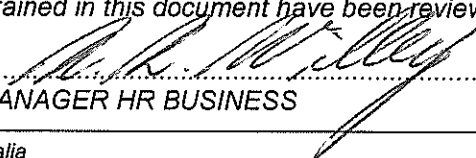
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 17/10/2018
 BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 19/10/18
 EXECUTIVE DIRECTOR METRO + SOUTHERN REGIONS

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 19/10/18
 MANAGER HR BUSINESS