

JOB ROLE STATEMENT**MAINTENANCE CREW AND DEPOT MANAGER
LEVEL 6**

DIRECTORATE OFFICE OF MANAGING DIRECTOR
BRANCH METROPOLITAN REGION

CATEGORY 1
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Manage all aspects of Depot for maintenance crews, plant and equipment including safety, for the delivery of incident response and routine maintenance programs including repairs and upgrades within approved funding allocations.

KEY DELIVERIES**Maintenance Planning and Delivery**

- Manage routine maintenance resources including internal maintenance crews and contractors to deliver maintenance works and programs, in accordance with construction and maintenance standards and within available funds with consideration of whole of life cycle costs.
- Manage resources to respond to incident management in accordance with Incident Management procedures and plans.
- Manage, monitor and report on delivery costs versus budget.
- Report on delivery of the maintenance works program to internal and external stakeholders.
- Manage data input, analysis and integrity of the Maintenance Management Information System (MMIS) by maintenance crew and depot personnel.
- Manage auditing of maintenance activities for safety and quality.
- Provide specialist advice on maintenance processes and procedures.
- Collaborate with Routine Maintenance Manager and provide specialist advice for the development and preparation of the Routine Maintenance Programs and Ten Year Network Delivery Plan (10YNDP).

Contract Management

- Ensure utilisation of Main Roads' contract management processes and systems.
- Ensure claimed works are complete, to the required quality and quantities and rates are accurate when verifying claims.
- Assess proposals from the contractors to ensure rates for new items provide value for money.

Depot Management

- Review and provide input to and ensure adherence to Depot Management Plan.
- Manage the daily operation and activities of Depot.
- Manage Depot staff (including rostering), equipment and materials, including critical spares, are available for maintenance delivery and incident response.
- Develop, implement and manage stock monitoring and control measures.

Safety, Health and Wellbeing (SHW)

- Ensure all maintenance works are undertaken in accordance with the Region's Safety, Health and Wellbeing (SHW) Management Plan, including establishment of Safety Work Methods Statements (SWMS), Job Hazard Assessments (JHA), incident reporting and management.
- Ensure development, implementation and review of SHW plans for routine maintenance works.

Leadership and Management

- Contribute to organisational improvement and the creation of a team culture that encourages active communication and participation at all levels.
- Provide leadership to maintenance crew and depot staff ensuring all aspects of maintenance, plant, equipment, and depot are understood and followed.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

Stakeholder Relationships

- Ensure consultation with stakeholders in the planning and delivery of maintenance activities.
- Represent Main Roads and the Regional Manager on external committees and working parties.

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**
ROUTINE MAINTENANCE MANAGER

LEVEL 7

POSITION NO
P0070091

MAINTENANCE CREW AND DEPOT MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL	POSITION No
Works Supervisor	LEVEL 5
Plant and Depot Officer	LEVEL 3
Technical Customer Service Officer	LEVEL 3

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried / Wages	various
TOTAL	various

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Substantial skill, knowledge and experience in:
 - road maintenance planning and delivery of maintenance roadworks on a large complex metropolitan network
 - plant and depot management practice, procedures and systems
 - implementing work health and safety (WHS) legislative requirements and standards in a workplace
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Diploma in Civil Engineering or other relevant discipline.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

21/04/23

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

24/4/23

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

SIGNATURE

MANAGER HR BUSINESS

DATE