

# JOB ROLE STATEMENT

## CALIBRATION CO-ORDINATOR LEVEL 4

**DIRECTORATE**  
**BRANCH**

PLANNING AND TECHNICAL SERVICES  
MATERIALS ENGINEERING

**CATEGORY 1**  
**POSITION NO**

VARIOUS

### KEY RESPONSIBILITIES

Co-ordinate the preparation, repairs and calibration services of Main Roads' materials laboratory testing equipment to ensure compliance with NATA Accreditation, quality and safety standards supporting delivery of reliable scientific testing services across the State. Provide technical advice on the selection and assessment of testing equipment as well as assessment for compliance with appropriate Safety Regulations.

### KEY DELIVERIES

#### Laboratory Equipment Calibration and Technical Advice

- Co-ordinate the calibration of laboratory testing equipment State-wide.
- Ensure calibrations and checks on construction materials testing equipment are conducted within agreed timeframes and standards.
- Co-ordinate assessment of laboratory testing equipment for compliance with technical specifications and appropriate Safety Regulations and NATA requirements.
- Co-ordinate equipment inventories, asset movements across the State and update asset register.
- Co-ordinate maintenance and repairs on electrical and mechanical equipment.
- Prepare technical reports and provide technical advice on the condition of the laboratory testing equipment.
- Maintain data and records relating to the purchase, testing, repairs and maintenance of testing equipment in line with audit requirements and NATA Accreditation.
- Monitor equipment performance and implement corrective and preventative actions to manage operational risks.

#### Assessment and Commissioning of Testing Equipment

- Co-ordinate assessment of laboratory testing equipment for compliance with appropriate safety regulations and supervise commissioning.
- Provide technical advice for investigating selection, assessment and purchase of new laboratory equipment.
- Undertake technical research and development projects relating to laboratory equipment.

#### Supervision and Training

- Provide technical support for the scoping preparation and review of calibration procedures and standards.
- Supervise Calibrations Officer(s) and/or external contractors performing testing and repairs of laboratory testing equipment, where required.
- Provide on-the- job training in testing equipment standards such as calibration requirements and measurement principles and procedures.
- Provide technical insights for training course development and conducting presentations.

#### Stakeholder Relationships

- Build and maintain collaborative working relationships with relevant internal and external stakeholders.
- Undertake consultation and liaison with key stakeholders (e.g. customers, the community, other agencies and Local Government) on laboratory testing equipment and calibration.

### 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**  
METROLOGY MANAGER

LEVEL 5

**POSITION NO**  
VARIOUS



# CALIBRATION CO-ORDINATOR LEVEL 4

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

Calibrations Officer

LEVEL 3

POSITION No

CATEGORY

NUMBER

1

TOTAL

1

**ALL POSITIONS UNDER CONTROL**

State number of positions only

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

- Qualified to hold a licence in respect of radioactive substances (portable gauges – moisture and/or density).
- Sound skill, knowledge and experience in:
  - co-ordinating construction materials testing equipment calibration services including the preparation, repairs and calibration of equipment to meet relevant quality and safety standards and requirements and deliver services on time
  - co-ordinating equipment inventories including transportation, receipt, handling, protection, storage, retention and disposal and associated data and records management
  - providing training in calibration and testing of construction materials testing equipment
  - laboratory and radiation safety including management of nuclear density meters
  - NATA requirements in metrology, heat and temperature and construction materials testing
  - building and enhancing stakeholder relationships
- Knowledge of:
  - quality management system principles
  - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
  - Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

**DESIRABLE:**

- A Diploma in Laboratory Technology 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

18 Nov 25

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

SIGNATURE

EXECUTIVE DIRECTOR PLANNING AND TECHNICAL SERVICES

DATE

20/11/25

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

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

20/11/25