

JOB ROLE STATEMENT

MAINTENANCE CO-ORDINATOR LEVEL 5

DIRECTORATE	REGIONAL MANAGEMENT AND OPERATIONS	CATEGORY 1	
BRANCH	WHEATBELT	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

Co-ordinate the delivery of Routine, Periodic and Specific Maintenance Program in accordance with the Maintenance Management Plan (MMP) and available funds. Provide specialist technical support with delivery of Minor Capital Works (MCWs), where required.

KEY DELIVERIES

Maintenance Delivery and Program Audit

- Co-ordinate the delivery of Routine, Periodic and Specific Maintenance Program in accordance with the MMP and available funds.
- Co-ordinate budget and expenditure for Routine, Periodic and Specific Maintenance Program.
- Co-ordinate the scheduling of works, procurement of plant, operators and materials for maintenance operations.
- Identify and assist in implementing potential improvements to road construction and maintenance processes and techniques to optimise road maintenance efficiency and achieve project objectives and targets.
- Monitor performance and reviews maintenance process and activities across the network.
- Ensure the reliability of regional data in the Maintenance Management Information System (MMIS) and report on its use and operation.
- Verify that works are undertaken in accordance with drawings, specifications, quality plans, safety plans, environmental and traffic management plans.
- Conduct audits of maintenance activities to measure compliance with relevant standards, plans and practices.
- Apply risk management principles to maintenance planning and delivery.
- Undertake other duties within the scope of this role as directed by the Maintenance Manager.
- Manage employee behaviour, performance and development, where required.

Minor Capital Works (where required)

- Provide specialist technical support with the delivery of MCWs.

Training and Advice

- Provide specialist technical support and guidance to maintenance supervisors, foreman and site personnel on road construction and maintenance techniques.
- Provide specialist technical assistance and support to local governments and other external agencies.
- Provide 'on-the-job' training to development employees as required

Safety and Health and Wellbeing

- Implement Main Roads' Safety, Health and Wellbeing (SHW) requirements and training, and promote OSH culture on projects.

Stakeholder Relationships

- Contribute to regular consultation and relationship building with local subcontractors to build and improve regional capability.
- Develop, enhance and maintain good working relationships with all project employees and contractors.
- Build and maintain professional working relationships with the Community.

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 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		POSITION NO
MAINTENANCE MANAGER	LEVEL 6	VARIOUS

MAINTENANCE CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL	POSITION No
Road Crews Supervisor	LEVEL 5
Senior Network Inspector	LEVEL 5 (AWU)

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried, Wages	various
	various

TOTAL

Various

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

- Considerable skill, knowledge and experience in:
 - road construction and maintenance practices, including materials selection for construction and maintenance purposes
 - operating maintenance management systems and databases
 - reading and interpreting technical drawings
 - building and enhancing stakeholder relationships
 - written communication, including preparation of technical recommendations
- Knowledge of:
 - pavement construction, bituminous, surfacing and asphaltting techniques
 - traffic management
 - environmental and heritage policies and practices
 - 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.

CERTIFICATION

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

SIGNATURE

.....
BRANCH/SECTION HEAD

DATE

23/03/2026

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

SIGNATURE

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GENERAL MANAGER REGIONAL OPERATIONS

DATE

23/2/2026

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

SIGNATURE

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EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

23/2/26