

# JOB ROLE STATEMENT

## PROJECT / MAINTENANCE MANAGER LEVEL 5

DIRECTORATE CENTRAL AND NORTHERN REGIONS  
BRANCH KIMBERLEY (DERBY)

POSITION NO P0063211

### KEY RESPONSIBILITIES

Manage medium size, reasonably complex projects and co-ordinate the delivery of the Annual Routine and Periodic Maintenance Program in accordance with available funds.

### KEY DELIVERIES

#### Project and Contract Management

- Manage the scoping, project development, design, delivery and review of projects.
- Prepare project plans, including work plans, Quality Plans, Inspection and Test Plans, financial and resource plans.
- Manage and report on the delivery of assigned projects to ensure that the projects are completed to approved scope, budget, time and quality.
- Review or arrange the review of designs to ensure delivery of the project scope, budget, time and quality.
- Liaise with other staff on the development and delivery of projects.
- Prepare contract documentation and manage the contract tendering process.
- Manage contracts and contractors to ensure that contracts are completed to approved scope, budget, time and quality.
- Review and report on the performance of contracts and contractors.
- Manage contract payments, claims and variations.
- Contribute to the development, maintenance and improvement of project and contract management processes and systems.

#### Maintenance

- Assist the Maintenance Manager in scheduling of works, procurement of plant, operators and materials.
- Identify and assist in implementing potential improvements to construction and maintenance processes and techniques.
- Monitor performance and reviews of maintenance processes and activities.
- Prepare Specific Maintenance works delivered as 'Other Packages of Work' through a Minor Works Contract, manage tenders, assessment and Contract Management in accordance with the Contract.
- Assist the Maintenance Manager in responding and onsite management of incidents on the Network.

#### Supervision and Management

- Manage project resources to meet agreed plans, budgets and performance levels.
- Supervise and manage project teams as required.
- Manage employee behaviour, performance and development.

#### Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of projects and contracts.

### OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability 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  
MAINTENANCE MANAGER

LEVEL 6

POSITION NO  
P0062129

## PROJECT / MAINTENANCE MANAGER LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL	POSITION No
Senior Network Inspector	LEVEL 3
Network Inspector	LEVEL 2
Supervisor	

**ALL POSITIONS UNDER CONTROL**

State number of positions only

CATEGORY	NUMBER
Salaried / Wages	up to 11
Contractor	
<b>TOTAL</b>	Up to 11

**SELECTION CRITERIA**

**ESSENTIAL:**


- Considerable skill, knowledge and experience in:
  - road and/or bridge construction and maintenance
  - project and contract management
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
- Knowledge of:
  - road planning and asset management
  - systems and procedures development and implementation maintenance management systems
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**


- A Diploma in Civil Engineering.

**CERTIFICATION**


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

SIGNATURE  DATE 11/11/2016  
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 18/11/2016  
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 21/11/16  
MANAGER HR BUSINESS