

JOB ROLE STATEMENT

ASSET MANAGEMENT OFFICER LEVEL 5

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION

POSITION NO P0063236 / P0063237

KEY RESPONSIBILITIES

Contribute to the development, recommendation and monitoring of plans and programs for the efficient and effective management, use, preservation, improvement and expansion of the road network.

KEY DELIVERIES

Asset Management

- Contribute to the road asset management and maintenance planning process.
- Contribute to the management of the following:
 - monitoring, assessment and reporting on asset performance against agreed levels of service, intervention standards, environmental and product standards
 - identification and development of solutions and priorities to optimise the performance of the regional road asset consistent with agreed levels of service, intervention standards, environmental and product standards
 - development and maintenance of the Regional Network Plan and Asset Link Plans, and monitor implementation
 - management and application of data systems for asset management
 - maintenance of road inventory data
 - development of project concepts and preparation of project charters for asset management projects
 - project management of asset improvement projects
 - monitoring and assessment of current and projected road inventory, use and condition data and data requirements

Stakeholder Relationships

- Liaise with, and provide technical advice to customers, the community, community groups (including aboriginal and land management), other agencies, media and Local Government on asset management plans, programs and interventions as required.

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**
ASSET MANAGER

LEVEL 7

POSITION NO
P0055955

ASSET MANAGEMENT OFFICER LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

SELECTION CRITERIA

ESSENTIAL:

- Considerable skill, knowledge and experience in:
 - one or more of road and/or bridge planning, asset management, design, construction or maintenance
 - project management
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - computer applications, in particular, spreadsheets and databases
 - 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

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

EXECUTIVE DIRECTOR

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

SIGNATURE DATE

MANAGER HR BUSINESS