

# JOB ROLE STATEMENT

## PERIODIC MAINTENANCE MANAGER LEVEL 7

**DIRECTORATE** METROPOLITAN AND SOUTHERN REGIONS  
**BRANCH** METROPOLITAN REGION

**POSITION NO** P0070090

### KEY RESPONSIBILITIES

Plan and manage delivery of approved Periodic Maintenance Programs (PMP), Minor Capital Works (MCW) for Signs and Lines, and Road Marking Maintenance (RMM) consistent with the Annual Maintenance Works Program (AMWP), to Main Roads' standards and available funds.

### KEY DELIVERIES

#### Maintenance Planning and Delivery

- Plan and manage delivery of approved PMP consistent with the Annual Maintenance Works Program (AMWP), to Main Roads' standards and available funds.
- Report on delivery of the Periodic maintenance works program.
- Manage, monitor and report on project costs vs budget.
- Collaborate with the Maintenance Planning Manager and provide specialist advice for the development and preparation of the PMP and Ten Year Network Delivery Plan (10YNDP).
- Provide specialist advice on Periodic maintenance processes and procedures.
- Manage delivery of Minor Capital Works (MCWs) for signs and line installation and ensure a delivery based focus.
- Manage contracts for delivery of resurfacing and pavement rehabilitation works in the AMWP.
- Participate as a member of the tender evaluation team to recommend award of contracts.
- Undertake the role of Main Roads' representative in managing delivery of the contract requirements including managing the assessment of contract claims and recommending payment.
- Provide advice to facilitate prompt resolution of contract disputes.
- Convene performance review meetings relating to all delivered contract works to provide face-to-face feedback to contractors on their performance.
- Review and audit subcontractor Quality Plans, Process Activity Descriptions and Safety Plans taking appropriate action in relation to non-conformances.
- Ensure compliance with environmental legislation including noise management and negotiating Local Government Authority (LGA) approvals.
- Manage development and implementation of public relations for works.
- Ensure 'as constructed' information is provided for update of the Corporate Inventory Database (IRIS).

#### Project and Contract Management

- Manage the development and delivery of Periodic maintenance works using Project Management Principles and in accordance with Project Management Office (PMO) requirements and PMO Project Management Guidelines.
- Manage Periodic maintenance contracts using Main Roads' contract management processes and systems.

#### 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) and Job Hazard Assessments (JHA).
- Ensure development, implementation and review of SHW plans for all Periodic maintenance works.

#### Leadership and Management

- 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 Manager Metropolitan Maintenance 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 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**  
MANAGER METROPOLITAN MAINTENANCE

LEVEL 8

**POSITION NO**  
P0070074

# PERIODIC MAINTENANCE MANAGER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Minor Contracts Manager (x5)	LEVEL 6	Salaried	5
Contract Performance Officer	LEVEL 5		1

**ALL POSITIONS UNDER CONTROL**

State number of positions only

TOTAL	6
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**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE****ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
  - road maintenance planning and delivery
  - road maintenance practice including resurfacing and rehabilitation treatments and practices
  - project and contract management
  - directly managing maintenance and capital works
  - 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 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 or other related discipline.

**Special requirement:**

The occupant of this position must be available and able to provide after-hours operational advice for nightshift and weekend operations.

**CERTIFICATION**

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

4/1/2018

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

SIGNATURE

EXECUTIVE DIRECTOR ~~MAJOR~~ SOUTHERN REGIONS

DATE

5/1/18

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

SIGNATURE

MANAGER HR BUSINESS

DATE

5/1/18