

JOB ROLE STATEMENT

MAINTENANCE MANAGER LEVEL 6

DIRECTORATE CENTRAL AND NORTHERN REGIONS **CATEGORY 1**
BRANCH WHEATBELT **POSITION NO** P0063284

KEY RESPONSIBILITIES

Plan and manage the delivery of the Routine and Periodic Maintenance Programs within approved funding allocations.

KEY DELIVERIES

Maintenance Planning and Delivery

- Plan and manage delivery of the approved Routine and Periodic Maintenance Programs in accordance with Construction and Maintenance standards and within available funds.
- Manage maintenance resources including subcontractors to deliver maintenance works and programs.
- Report on delivery of the maintenance works program to internal and external stakeholders.
- Manage systematic inspection of the network, optimal treatment selection, scheduling and timely rectification of defects to achieve best value-for-money and whole-of-life outcomes for the asset.
- Develop and implement maintenance management plans and ensure that they are understood and followed by the maintenance team and subcontractors.
- Manage the implementation and use of the Maintenance Management Information System (MMIS) to accurately monitor data quality and accuracy and predict network condition and performance.
- Provide specialist advice on maintenance processes and procedures.
- Collaborate with Network Manager and provide specialist advice for the development and preparation of the Routine and Periodic Maintenance Programs and Ten Year Network Delivery Plan.
- Manage responses to incident management in accordance with Incident Management procedures and plans.

Project and Contract Management

- Manage the development and delivery of Routine and Periodic maintenance works using Project Management Principles and in accordance with Project Management Office (PMO) requirements.
- Manage Routine and Periodic maintenance contracts using Main Roads' processes and the Contract Management System (CMS).

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 Routine and Periodic maintenance works.

Leadership and Management

- Contribute to organisational improvement and the creation of a team culture that encourages active communication and participation at all levels.
- 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 Regional Manager 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 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		POSITION NO
DELIVERY MANAGER	LEVEL 7	P0062472

MAINTENANCE MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

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

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Maintenance Co-Ordinator	LEVEL 5	Salaried / Wages	2
TOTAL			2

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

ESSENTIAL:

- Substantial 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:


- Experience in general bridge maintenance including planning and delivery.
- A Diploma in Civil Engineering or other related discipline.

CERTIFICATION

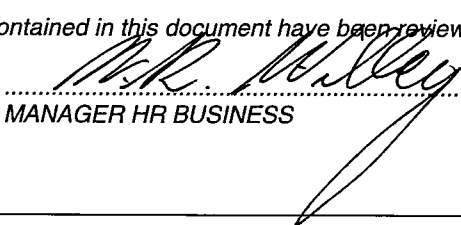
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 2/05/2017
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 10/5/2017
EXECUTIVE DIRECTOR

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

SIGNATURE  DATE 10/5/17
MANAGER HR BUSINESS