

JOB ROLE STATEMENT

ASSET MANAGEMENT OFFICER VEGETATION LEVEL 5

DIRECTORATE
BRANCH

METROPOLITAN AND SOUTHERN REGIONS
METROPOLITAN REGION

CATEGORY 1
POSITION NO P0070174

KEY RESPONSIBILITIES

Develop Routine and Periodic Maintenance Annual Works Program (AWP) and Ten Year Network Delivery Program (10YNDP) for roadside vegetation management and revegetation in the Metropolitan Region. Ensure project-related landscaping works undertaken by Main Roads and external contractors meet approved plans and standards for asset acceptance by the Asset Owner i.e. the Metropolitan Region.

KEY DELIVERIES

Maintenance Programming and Delivery

- Develop Routine and Periodic Maintenance AWP and 10YNDP for roadside vegetation in the Region:
 - prepare and implement vegetation management and revegetation programs
 - review and comment on landscaping plans for implementation
 - schedule project tasks, activities and milestones, cost and funding budgets
 - ensure delivery of vegetation works in accordance with budget, time, accepted policy and standards
 - monitor the delivery and effectiveness of the annual roadside rehabilitation, revegetation, vegetation control and programs
 - develop and monitor an annual program for roadside fuel reduction and lateral clearance programs to ensure compliance
 - professionally collaborate with other government agencies

Asset Management and Handover to Asset Owner

- Co-ordinate the monitoring, assessment and reporting on regional roadside management against agreed levels of service, intervention standards, environmental and product standards:
 - hand-over of landscaping projects undertaken by 'others' to the Region
 - monitoring vegetation activities undertaken by 'others' to ensure compliance with accepted policy and standards
 - provision of specialist support for the development of maintenance methods to ensure ongoing conservation of existing natural vegetation
- Provide advice and training to staff on roadside management.
- In collaboration with the Corporate Environment Branch identify solutions and priorities to optimise the performance of the regional roadside network consistent with agreed levels of service, intervention standards, environmental and product standards.
- Investigate, research, analyse and report on requests or issues related to roadside vegetation management in the Region.

Contract Management

- Manage contracts, contractors and consultants to ensure that contracts are completed to approved scopes, budget, time and quality.

Supervision and Management

- Co-ordinate financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Stakeholder Relationships

- Undertake consultation and liaison with customers, the community, other agencies and Local Government.
- Provide advice to customers and input to ministerial enquiries and community issues.

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
ASSET MANAGER

LEVEL 7

POSITION NO
P0063242

ASSET MANAGEMENT OFFICER VEGETATION LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

- Considerable skills, knowledge and experience in:
 - roadside vegetation management including in urban areas
 - interpretation of landscape drawings
 - project and contract management including project budget, cost control, estimating and forecasting
 - building and enhancing stakeholder relationships
 - written communication, including report writing
- Knowledge of:
 - dieback management
 - Western Australian plant species
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' class motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Diploma in Environmental Monitoring and Technology or other relevant discipline.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

31/8/2018

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

SIGNATURE

EXECUTIVE DIRECTOR METRO + SOUTHERN REGIONS

DATE

31/8/18

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

SIGNATURE

MANAGER HR BUSINESS

DATE

31/8/18