

JOB ROLE STATEMENT

MATERIALS SERVICES MANAGER LEVEL 5

DIRECTORATE
BRANCH

PLANNING AND TECHNICAL SERVICES
MATERIALS ENGINEERING

POSITION NO P0070377

KEY RESPONSIBILITIES

Manage and conduct complex testing on road and bridge construction materials. Manage and conduct calibrations of specialised road testing and construction equipment. Provide specialist support for the development and implementation of the Main Roads laboratory management system to ensure continued National Association of Testing Authorities (NATA) Australia accreditation.

KEY DELIVERIES

Testing and Calibration Services

- Manage and conduct laboratory and field testing on construction materials, including complex testing on bitumen, asphalt, concrete, soil and paint.
- Provide specialist support for pavement investigations, including investigations of surfacings.
- Ensure laboratories compliance with the Main Roads laboratory management system and NATA requirements.
- Manage data and information related to construction materials testing and to calibrations of specialised road testing and construction equipment.
- Manage and conduct calibrations on specialised road testing and construction equipment.
- Provide specialist support for the development, review and implementation of construction materials test methods and calibration methods for specialised road testing and construction equipment.
- Provide specialist support for the development and review of the laboratory management system, materials audit guidelines, quality systems specification and quality control guidelines.

Audit

- Provide a product and process audit service.
- Perform system audits on construction materials testing laboratories and on calibration facilities for specialised road testing and construction equipment.

Training

- Facilitate training of trainees, development employees, technical officers and contractors.
- Provide training in construction materials testing and in calibration procedures for specialised road testing and construction equipment.

Stakeholder Relationships

- Undertake consultation and liaison with key stakeholders (e.g. surveillance officers, project managers, contractors, other laboratories, Local Government on construction materials testing and on the calibration of specialised road testing and construction equipment.

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 occupant of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The occupant of the position may be required to perform any other role within their level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the occupant's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
LABORATORY MANAGER

LEVEL 6

POSITION NO
P0059481

MATERIALS SERVICES MANAGER LEVEL 5

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
		Salaried, Wages	
TOTAL			

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

- Advanced Diploma of Laboratory Operations.
- Considerable skill, knowledge and experience in:
 - construction materials testing of bitumen, asphalt, concrete and soils
 - operation of NATA accredited laboratories and inspection facilities
- Sound skill, knowledge and experience in:
 - research analysis and problem solving
 - supervision of individuals or a team
 - calibration of specialised road testing and construction equipment including falling weight deflectometers, nuclear density meters and bitumen spray trucks
- Knowledge of:
 - policies and practices on Occupational Safety and Health and on EEO diversity and equity
- Qualified to hold a licence in respect of radioactive substances (portable gauges – moisture and/or density).
- Possession of a current Western Australian ‘C’ Class (car) motor vehicle drivers licence or an approved equivalent.

CERTIFICATION

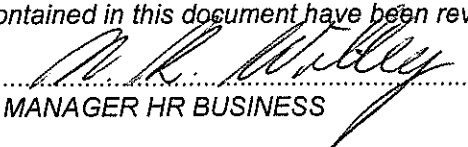
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 31 Oct 19
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 31/10/19
MANAGER HR BUSINESS