

JOB ROLE STATEMENT

VEGETATION MAINTENANCE MANAGER LEVEL 5

DIRECTORATE
BRANCH

METROPOLITAN AND SOUTHERN REGIONS
METROPOLITAN REGION

CATEGORY 1
POSITION NO P0070399

KEY RESPONSIBILITIES

Manage delivery of the vegetation component of the Metropolitan Region's Annual Maintenance Works Program (AMWP) and directly manage Metropolitan Network Contract (MNC) resources providing routine maintenance to vegetation assets.

KEY DELIVERIES

Maintenance Scheduling and Delivery

- Manage delivery of routine maintenance, of the vegetation component of the approved AMWP, to Main Roads standards and within available funds using resources provided under the MNC.
- Schedule timely delivery of services to achieve best value and best possible appearance of the network.
- Manage herbicide, mowing /slashing and lateral clearance programs.
- Manage maintenance to the Priority Maintenance Zone (PMZ) landscaped areas and other project landscaped areas transferred to the Region's Asset Management responsibility, in accordance with specified Maintenance Schedules.
- Manage vegetation maintenance to all drainage sumps.
- Manage the control of Declared Plants, and investigate more effective and safer methods of weed control.
- Ensure reticulation systems remain operational, including bore maintenance.
- Ensure accurate and timely recording of works in the Maintenance Management Information System (MMIS).
- Monitor plant allocation and utilisation.
- Report on delivery of the vegetation component of the AMWP including expenditure vs budget.
- Provide specialist advice on vegetation maintenance processes, procedures and for the development of the AMWP and 10 Year Network Delivery Program (10NDP).

Project and Contract Management

- Manage the delivery of vegetation contracts, Contractors including MNC Contractors and specialist consultants.
- Manage conformance with all requirements of the MNC.
- Carry out site inspections and identify opportunities for improvement in vegetation.

Leadership and Management

- Provide leadership to the vegetation teams that encourages application of the MNC Principles and collaboration between Main Roads and contract staff towards delivering vegetation maintenance services that are safe, cost effective and efficient.

Stakeholder Relationships

- Identify the needs for and areas of landscaping in consultation with internal and external stakeholders.
- Represent Main Roads 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**
ROUTINE MAINTENANCE MANAGER

LEVEL 7

POSITION NO
P0070091

VEGETATION MAINTENANCE MANAGER 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 skill, knowledge and experience in:
 - roadside vegetation management including in urban areas
 - directly managing landscape maintenance and capital works
 - interpretation of landscape drawings
 - project and contract management
 - building and enhancing stakeholder relationships
 - written communication, including report writing
- Knowledge of:
 - Western Australian plant species
 - dieback management
 - herbicide application
 - 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 Contract Management or Environmental Monitoring and Technology.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

20/12/2019

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

23/12/19

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

SIGNATURE

MANAGER HR BUSINESS

DATE

23/12/19