

# JOB ROLE STATEMENT

## PLANT AND DEPOT OFFICER LEVEL 3

<b>DIRECTORATE</b>	CENTRAL AND NORTHERN REGIONS	<b>CATEGORY 1</b>	
<b>BRANCH</b>	MIDWEST-GASCOYNE	<b>POSITION NO</b>	VARIOUS

### KEY RESPONSIBILITIES

Maintain and provide plant and depot requirements in the Region.

### KEY DELIVERIES

#### Plant Readiness

- Maintain plant and equipment in depots.
- Assist in the allocation of plant and equipment to road maintenance activities and projects.
- Provide training for plant operation including Pre-Starts.
- Maintain plant and equipment stored in the depots in a required safe working condition and available for operational use.
- Provide advice to the Plant Co-ordinator with maintenance of plant and equipment.
- Provide support to the Plant Co-ordinator with annual review of the Plant Management Plan, including risk reviews.

#### Depot Activities

- Monitor the daily operation and activities of the depot and report as required.
- Provide support to the Maintenance Manager with the Depot Management Plan, including the annual risk reviews.
- Provide support to the Construction and Maintenance Manager in arranging all depot requirements.
- Undertake the role of a depot fire warden.
- Provide support with emergency response of the depot and relevant training to staff.
- Maintain a register for authorising vehicles accessing the depot in accordance with systems and procedures.
- Co-ordinate the movement of vehicles and plant in and out of depot.
- Initiate corrective actions for depot related matters as identified by an audit or any other mechanism.
- Report building related hazards and issues to the Business Manager for action.
- Provide inventory management of material stocks and report, as required.
- Procure road construction and maintenance materials. as required.

#### Plant Administration

- Maintain records in the Plant Management System (PMS) and generate reports, as required.
- Provide plant and equipment information and reports to the Plant Co-ordinator.

#### Stakeholder Relationships

- Build and maintain effective working relationships with internal and external stakeholders and other suppliers.

### 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:*

<b>(A) TITLE AND LEVEL</b>		<b>POSITION NO</b>
PLANT CO-ORDINATOR - (FUTURE REPORTING)	LEVEL 4	P00XXXXX
MAINTENANCE MANAGER (INTERIM REPORTING FOR HRIS PURPOSE)	LEVEL 6	P0063285

## PLANT AND DEPOT OFFICER LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

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

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

Salaried, Wages

TOTAL

**ALL POSITIONS UNDER CONTROL**

State number of positions only

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

- Skill, knowledge and experience in:
  - arranging plant and equipment maintenance and servicing
  - depot practices relating to vehicle and equipment movement
  - data entry, analysis and maintenance
  - building and enhancing stakeholder relationships
- Knowledge of:
  - training and assessing in plant operation
  - inventory control systems
  - 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 Certificate in Mobile Plant Technology or other Plant Mechanical qualification.

**CERTIFICATION**

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

SIGNATURE ..... DATE .....  
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 .....  
MANAGER HR BUSINESS