

JOB ROLE STATEMENT**MAINTENANCE MANAGER
LEVEL 6**

DIRECTORATE	OFFICE OF MANAGING DIRECTOR	CATEGORY 1	
BRANCH	METROPOLITAN REGION	POSITION NO	VARIOUS

KEY RESPONSIBILITIES

Manage delivery of the Metropolitan Region's Annual Maintenance Works Program (AMWP), directly managing and scheduling routine maintenance resources.

KEY DELIVERIES**Maintenance Delivery**

- Manage delivery of routine maintenance in the Metropolitan Region to Main Roads standards and within available funds.
- Manage scheduling and timely rectification of defects to achieve best value, whole of life outcomes for the asset.
- Ensure accurate and timely recording of corrective actions in the Maintenance Management Information System (MMIS).
- Manage maintenance resources to deliver maintenance works and programs.
- Manage the delivery of the maintenance activities including minor pavement repairs and holding treatments, drainage maintenance, sign installations, vegetation maintenance, Principal Shared Path (PSP) maintenance and barrier repairs.
- Manage emergency response support in accordance with Incident Management procedures and plans.
- Monitor plant allocation and utilisation.
- Report on delivery of the Routine Maintenance works program including expenditure vs budget.
- Provide specialist advice on maintenance processes, procedures and for the development of the Annual Maintenance Works Program and Ten-Year Network Delivery Program (10YNDP).

Project and Contract Management

- Manage the delivery of Routine maintenance works using Project Management Principles and in accordance with Project Management Office (PMO) requirements.
- Manage conformance with all requirements of delivery contracts.
- Manage site inspections to review conformance and identify opportunities for improvements.

Safety, Health and Wellbeing (SHW)

- Manage all maintenance works 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).
- Manage the development, implementation and review of SHW plans for all Routine and Periodic maintenance works.

Leadership and Management

- Provide leadership of the maintenance teams that encourages application of the Main Roads principles and collaboration between Main Roads and contract staff towards delivering road maintenance services that are safe, cost effective and efficient.
- 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 delivery of maintenance activities.
- 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	POSITION NO
ROUTINE MAINTENANCE MANAGER	LEVEL 7 P0070091

MAINTENANCE MANAGER LEVEL 6

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Contract Performance Officer	LEVEL 4	Salaried	1

ALL POSITIONS UNDER CONTROL

State number of positions only

TOTAL	1
-------	---

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

ESSENTIAL:

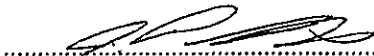
- Substantial skill, knowledge and experience in:
 - road maintenance delivery
 - road maintenance practice including resurfacing and rehabilitation treatments and practices
 - project and contract management
 - directly managing maintenance and capital works
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
- Knowledge of:
 - traffic management for roadworks
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

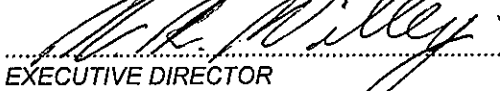
- A Diploma in Contract Management or Civil Engineering.

CERTIFICATION

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

SIGNATURE		DATE	11/05/23
	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	11/5/23
	EXECUTIVE DIRECTOR		

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

SIGNATURE		DATE	
	MANAGER HR BUSINESS		