

JOB ROLE STATEMENT

PLANT AND DEPOT OFFICER LEVEL 3

DIRECTORATE
BRANCH

CENTRAL AND NORTHERN REGIONS
KIMBERLEY (DERBY)

CATEGORY 1
POSITION NO

P0063218

KEY RESPONSIBILITIES

Maintain and provide plant and depot requirements in the Region.

KEY DELIVERIES

Plant Readiness

- Maintain and provide plant and equipment on stand-by in depots.
- Allocate plant and equipment to road maintenance activities and projects.
- Maintain plant and equipment stored in the depots in a required safe and working condition and available for operational use.
- Maintain plant and equipment stored in the depots is maintained to meet fit for purpose principle.
- Provide advice to the Delivery Manager and Maintenance Manager with maintenance of plant and equipment.
- Provide support to the Maintenance Manager with annual review of the Plant Management Plan.
- Provide support to the Maintenance Manager in identifying hazards and defects relating to plant and equipment and planning of solutions.
- Liaise and arrange plant and equipment repairs, services and supply needs.
- Inspect plant and equipment defects and faults and prepare reports on repairs and services needed.

Depot Activities

- Monitor the daily operation and activities of the depot and report as required.
- Provide support to the Delivery Manager and Maintenance Managers in arranging all depot requirements.
- Undertake the role of a depot fire warden.
- Provide support with emergency response 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 in and out of depot.
- Initiate corrective actions as identified by the audit or any other mechanism.
- Provide support to Business Manager with annual review activities for the Depot Management Plan.
- Provide support in testing and implementing the Emergency Response Procedures.
- Report building related hazards and issues to the Business Manager for action.
- Provide support with arranging depot and office repairs, services and supply requirements.

Plant Administration

- Maintain records in the Unifleet Plant Administration System.
- Generate reports from the Unifleet system, as required.
- Provide plant and equipment information and reports to the Maintenance Manager.

Stakeholder Relationships

- Build and maintain effective working relationships with contractors 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:

(A) TITLE AND LEVEL
MAINTENANCE MANAGER

LEVEL 6

POSITION NO
P0062129

PLANT AND DEPOT OFFICER LEVEL 3

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**ESSENTIAL:**

- Skill, knowledge and experience in:
 - administering plant and equipment maintenance and servicing
 - depot practices relating to vehicle and equipment movement
 - research, analysis and problem solving
 - building and enhancing stakeholder relationships
- Knowledge of:
 - 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

BRANCH/SECTION HEAD

DATE

1/02/2017

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

SIGNATURE

EXECUTIVE DIRECTOR

DATE

8/2/2017

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

SIGNATURE

MANAGER HR BUSINESS

DATE

8/2/17