

JOB ROLE STATEMENT

MAINTENANCE SCHEDULER

LEVEL 4

DIRECTORATE REGIONAL MANAGEMENT AND OPERATIONS **CATEGORY 1**
BRANCH GOLDFIELDS-ESPERANCE **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Prepare routine maintenance schedule of tasks and activities (Work Orders) in line with approved maintenance plans, technical information from the corporate Maintenance Management Information System (MMIS) and available maintenance resources. Provide technical support with delivery of Minor Capital Works (MCWs), where required. Build and maintain collaborative working with internal/external stakeholders involved in the assembly of critical supply chain of resources and manage deployment to all stages of maintenance schedules.

KEY DELIVERIES

Scheduling and Arranging

- Prepare routine maintenance schedule of tasks and activities in line with approved maintenance plans, technical information from MMIS and availability of maintenance resources by assembling and co-ordinating the following:
 - relevant information, materials, equipment and any other necessary resources to ensure the readiness for scheduled maintenance works
 - liaison with internal/external stakeholders to assemble a supply chain of critical resources for all stages of maintenance delivery
 - planning the scheduling of routine maintenance works in collaboration with Maintenance Supervisors.
 - liaise with internal/external stakeholders to assemble a supply chain of resources for all stages of maintenance schedules
- Monitor performance and review maintenance process and activities across the network.
- Contribute to the reliability of regional data in the maintenance system.
- Participate in audits of maintenance activities against relevant standards, plans and practices, where required.

Technical Support

- Provide technical support with delivery of MCWs where required.

Co-ordination

- Co-ordinate efficient transition of resources between routine maintenance activities to minimise disruptions and delays.
- Prepare contingency schedules to accommodate changes to scheduled maintenance.
- Verify schedule progress, adjust schedules as required in consultation with the Maintenance Manager and Maintenance Co-ordinators in line with regional maintenance objectives.
- Facilitate stakeholder commitment to schedule completion on time and in a safe manner.
- Mitigate conflict and provide workable solutions to risks, matters and issues related to scheduled routine maintenance.

Stakeholder Relationships

- Build and maintain collaborative working relationships with all relevant internal/external stakeholders involved in delivery of maintenance activities.

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
MAINTENANCE CO-ORDINATOR	LEVEL 5	VARIOUS

MAINTENANCE SCHEDULER LEVEL 4

POSITIONS UNDER DIRECT SUPERVISION

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

TITLE and LEVEL

POSITION No

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY

NUMBER

Salaried, Wages

TOTAL

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

ESSENTIAL:

- Sound skill, knowledge and experience in:
 - scheduling and arranging labour, technological, physical and other resources for delivery of civil works
 - project management
 - investigation, technical data analysis and problem solving
 - building and enhancing stakeholder relationships
 - creating and presenting visual media to groups and individuals
 - written communication including presenting data
- Knowledge of:
 - road construction and maintenance practice including materials selection
 - principles of supply chain management
 - 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 Civil Engineering or other relevant discipline.

CERTIFICATION

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

SIGNATURE

A. Power
.....
BRANCH/SECTION HEAD

DATE

20.5.2023
.....

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

SIGNATURE

[Signature]
.....
EXECUTIVE DIRECTOR

DATE

30 May 2023
.....

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

SIGNATURE

[Signature]
.....
MANAGER HR BUSINESS

DATE

30/5/23
.....