

# JOB ROLE STATEMENT

## CONSTRUCTION AND MAINTENANCE MANAGER LEVEL 7

**DIRECTORATE** REGIONAL MANAGEMENT AND OPERATIONS **CATEGORY 1**  
**BRANCH** WHEATBELT **POSITION NO** P0070861

### KEY RESPONSIBILITIES

Manage the Road Maintenance and Minor Capital Works (MCW) components of the Regional Delivery Plan including, Direct Managed Works (DMW's) and all Maintenance Works.

### KEY DELIVERIES

#### Maintenance Planning and Delivery

- Contribute to the development and manage the delivery of the Annual Works Program (AWP) for Maintenance.
- Provide expert advice for the development and preparation of the Ten Year Network Delivery Plan (10YNDP) and Regional Delivery Plan.
- Ensure the provision of emergency response support in accordance with Incident Management Procedures and plans.
- Manage the Maintenance Management Information System (MMIS) data integrity and analysis to support the development of the AWP and 10YNDP.
- Manage surveillance of maintenance activities.
- Develop and implement maintenance management plans and ensure they are understood and followed by the maintenance teams and subcontractors.
- Oversee plant allocations and utilisation.

#### Works Delivery

- Manage the preparation of packages of works and the tendering process for various Periodic Maintenance Works.
- Manage contracts, packages of works and contractors to ensure that works are completed to approved scope, budget, time and quality.
- Manage the delivery of various Periodic Maintenance Works.
- Review and report on the performance of all various Periodic Maintenance Works.
- Undertake the role of Superintendent's Representative on nominated works packages where necessary.
- Contribute to the on-going improvement of Contract Management and Periodic Maintenance Works processes and systems.

#### Technical Expertise

- Provide expert advice on road maintenance, practice, processes and procedures.

#### Leadership and Management

- Professionally collaborate and engage as a member of the Regional Management Team.
- Contribute to the development and achievement of the Region Business Plan, Regional Delivery Plan and the 10YNDP.
- Manage Safety, Health and Wellbeing (SHW) matters and issues throughout the delivery of works and activities.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

#### Stakeholder Relationships

- Undertake consultation, liaison and negotiation with stakeholders (e.g. customers, the community, other agencies and Local Government, contractors, consultants) on the development and delivery of Periodic Maintenance Works.
- Provide expert advice to stakeholders and input to responses to ministerial enquiries, media contacts and community issues.

### 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 Responsibility 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
DIRECTOR WHEATBELT REGION	P0062460
LEVEL 9	

## CONSTRUCTION AND MAINTENANCE MANAGER LEVEL 7

**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
Maintenance Manager (x2)	LEVEL 6	Salaried	2
Project/Contract Manager (x2)	LEVEL 5		2
Plant Co-Ordinator	LEVEL 4		1
<b>TOTAL</b>			<b>5</b>

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

**ESSENTIAL:**

- Comprehensive skill, knowledge and experience in:
  - delivery of road construction and maintenance
  - project and contract management
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
  - research, analysis and problem solving
  - building and enhancing stakeholder relationships
  - negotiation and facilitation
- Knowledge of:
  - road asset management processes and 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 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

.....  
BRANCH/SECTION HEAD

DATE

02/06/2022

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

2/6/2022

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

SIGNATURE

.....  
MANAGER HR BUSINESS

DATE

2/6/22