

JOB ROLE STATEMENT

PLANT CO-ORDINATOR LEVEL 4

DIRECTORATE
BRANCH

REGIONAL MANAGEMENT AND OPERATIONS
GOLDFIELDS - ESPERANCE

CATEGORY 1
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Co-ordinate maintenance of Main Roads leased and owned plant and equipment. Co-ordinate plant and equipment wet & dry hire contracts for regional construction and maintenance works. Co-ordinate initial safety inspections of plant and equipment. Monitor data from site pre-start checks and arrange necessary repairs. Co-ordinate depot operations and supervise depot staff. Facilitate training and assessment in the correct and safe operation of plant and equipment.

KEY DELIVERIES

Plant, Equipment and Light Fleet Co-ordination

- Co-ordinate maintenance of Main Roads leased and owned plant, equipment and light vehicles through approved maintenance arrangements.
- Co-ordinate plant and equipment regional wet & dry hire panel contracts for regional construction and maintenance works including assessment of plant and equipment suitability.
- Co-ordinate replacement and allocation of light vehicles in consultation with Finance and Commercial Services.
- Monitor data from site pre-start checks and arrange necessary repairs. Ensure all plant is inspected according to schedule and usage.
- Contribute to the regional plant replacement program including providing technical advice in regard to fit-for-purpose suitability and reliability for planned works.
- Contribute to the development of plant specifications and tender evaluation processes.
- Collaborate with the Construction Manager and Maintenance Manager to determine plant and equipment requirements for works.
- Prepare plant and equipment reports, analyse the information and implement appropriate actions and/or recommend changes as necessary.
- Review and report on plant and equipment utilisation across roadworks.
- Co-ordinate regional input into the operation of Plant Management System (PMS) and the timely and necessary information updates and provide reports.

Machinery and Operator Safety

- Co-ordinate initial safety inspections of plant and equipment and arrange for defects to be addressed prior to delivery to site.
- Collaborate with SHW Manager in regular inspections of operator's adherence to the requirements of the corporate Safety, Health and Wellbeing (SHW) System.
- Facilitate training and assessment in the correct and safe operation of plant and equipment.

Supervision

- Supervise employee behaviour, performance and development.

Stakeholder Relationships

- Build and maintain collaborative working relationships with all relevant stakeholders involved in the direct/indirect supply and management of plant for roadworks.

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
VARIOUS

PLANT CO-ORDINATOR LEVEL 4

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

- Sound skill, knowledge and experience in:
 - maintenance and repairs of trucks, heavy duty civil earthmoving equipment, minor plant and light fleet
 - leasing plant and equipment (wet & dry hire) for roadworks in accordance with contracts/agreements
 - plant and equipment selection and suitability for roadworks
 - facilitating plant and equipment safety inspection, procedures and systems
 - building and enhancing stakeholder relationships
 - supervision of employee behaviour, performance and development
- Knowledge of:
 - road construction and maintenance processes
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity
- Possession of a current Western Australian 'C' or 'C-A' Class (car) motor vehicle drivers' licence or an approved equivalent.

DESIRABLE:

- A Plant Mechanical qualification.
- Certificate IV in Training and Assessment.

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 21/05/24

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

SIGNATURE

Hartley West
GENERAL MANAGER REGIONAL OPERATIONS

DATE 22/05/2024

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

SIGNATURE

A. R. Willey
EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE 22/5/24