

JOB ROLE STATEMENT**CONTRACT MANAGEMENT OFFICER ROADS
LEVEL 6 (AWU)**

DIRECTORATE METROPOLITAN AND SOUTHERN REGIONS
BRANCH METROPOLITAN REGION

CATEGORY 1
POSITION NO VARIOUS

KEY RESPONSIBILITIES

Co-ordinate and carry out monitoring, internal audits and provide technical advice on large complex roadworks contracts to ensure compliance with the contractual requirements. Ensure public safety on the project.

KEY DELIVERIES**Contract Performance**

- Identify risks associated with the Contract Manager's/Superintendent's Contract Management Plan.
- Assist in the development of risk assessment methods.
- Co-ordinate and carry out monitoring and provide technical advice in conformance with the requirements of the Contract Management Plan including the Inspection and Test Plan.
- Interpret and clarify contract documents including technical documents, plans, specifications, drawings and standards.
- Conduct monitoring for the release of 'hold points' as identified in the Contract Management Plan.
- Liaise with the Contractor on a daily basis and other operational teams as required.
- Review the performance of contract works and report to the Contract Manager/Superintendent or Superintendent's Representative on plans, progress and expected outcomes.
- Monitor contract works disputes and contribute to satisfactory outcomes.
- Liaise through technical solutions with the Contractor's construction workforce.
- Arrange third party audit of Contractor's plans for project site suitability i.e. traffic management, environmental, etc.

Pre-construction Activities

- Co-ordinate, arrange and carry out a range of pre-construction activities including:
 - road reserve boundary definition and protection, accommodation works to facilitate construction works, external stakeholder asset and plant protection, verification of Principal supplied materials and information, road design drawing review and technical specification advice

Post-construction Activities

- Co-ordinate, arrange and carry out a range of post-construction activities including:
 - verification of contract works, defect liability inspections, rehabilitation works and stakeholder close-out

Administration and Continuous Improvement

- Identify and assist with potential improvements to road and/or structures construction processes and techniques.
- Maintain up-to-date and accurate information and records of contract works to ensure effective contract management.
- Provide technical advice and make recommendations on contract documentation, specifications, processes, standards and procedures.

Training and Advice

- Provide training to other contract staff, including trainees, engineering associates and graduates.
- Provide technical advice and assistance to the Contract Manager/Superintendent and Contractor's site staff on road construction techniques.

Safety, Health and Wellbeing (SHW)

- Conduct weekly safety inspections with the Contractor's safety representative.
- Promote SHW culture on the project.
- Attend and participate in Contractor's daily pre-start and weekly toolbox meetings.
- Identify and take appropriate action in relation to SHW and/or traffic management non-conformances.
- Update and maintain clearly written project site diaries to identify SHW issues and other related matters.

Stakeholder Relationships

- Develop, enhance and maintain good working relationships with project employees and contractors.
- Attend to public enquiries at project locations.
- Build and maintain professional relationships with the Community such as land owners affected by works.

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**
VARIOUS

POSITION NO
VARIOUS

CONTRACT MANAGEMENT OFFICER ROADS LEVEL 6 (AWU)

POSITIONS UNDER DIRECT SUPERVISION

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

ALL POSITIONS UNDER CONTROL

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

- Sound skill, knowledge and experience in:
 - road construction and maintenance
 - application of contract management principles and procedures
 - written communication
 - reading and interpreting contract specifications/drawings
 - application of Occupational Safety and Health policies and practices at worksites
 - traffic management for roadworks
 - building and enhancing stakeholder relationships
- Knowledge of:
 - bridge/structures construction and maintenance
 - EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers' licence or an approved equivalent.

CERTIFICATION

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

SIGNATURE

BRANCH/SECTION HEAD

DATE

26/7/22

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

26/07/2022

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

SIGNATURE

MANAGER HR BUSINESS

DATE

28/7/22