**Position Title: MAINTENANCE coordinator**

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| **DIRECTORATE** | **SECTION** | **GRADE** |
| **ENGINEERING & TECHNICAL SERVICES** | OPERATIONS | 9-10 |

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| **ORGANISATION RELATIONSHIPS** | |
| **Position title of Supervisor**: | OPERATIONS MANAGER- ROADS & BRIDGES |
| **Positions which report directly to this position:** | Maintenance Overseer’s \* 2 |
| **Positions which report indirectly to this position:** | 40 Operations staff |
| **Other Key Working Relationships:** | Construction Coordinator, Operations- Roads & Bridges Support Officer, Plant & Deport Coordinator, Urban Assets Manager and weeds coordinator. Technical Services staff, Finance staff, Human Resources Coordinator, Environmental Services Staff, Contractors, Suppliers, Councilors, Roads & Maritime Services (RMS), Local Government & Regional Associations and community members. |

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| **PRIMARY PURPOSE OF POSITION** |
| * To direct and coordinate operational staff in the delivery of high quality services ensuring effective and efficient methodology, quality standards, procedures, WHS obligations and documentation, including asset maintenance, construction and maintenance activities. * To undertake investigations for Routine Maintenance Council Contract (RMCC) and Council works and matters of public complaint and request. |

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| **SECTIONAL STRUCTURE** |
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| **KEY ORGANISATIONAL DRIVERS** | |
| **Service Guarantee** | Cabonne Council is committed to providing our community with high quality service which meets their reasonable expectations. Business will be fair and completed in an appropriate timeframe and stakeholders will be treated with honesty and integrity at all times. Council recognises that providing high quality service will help us to serve our community in the best possible way. |
| We can achieve this by;   * Delivering a high level of service to both external and internal stakeholders in line with Council’s Policy on Service. * Fostering a responsive and prioritised approach to service delivery. * Identifying and acting upon opportunities to improve service processes and systems in collaboration with stakeholders. |
| **Asset Management** | Asset management is a systematic process of deploying, operating, maintaining, upgrading and disposing of assets cost-effectively. Asset Management is the practice of managing assets to achieve the greatest return (IE productive assets such as plant and equipment), and the process of monitoring and maintaining, with the objective of providing the best possible services and facilities to our community and its stakeholders. |
| We can achieve this by;   * Utilising Council’s assets in an efficient, effective and economical manner. * Ensuring Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment. * Creating an environment where all Council employees take an integral part in the overall management of Council assets by creating and sustaining an asset management awareness in all that we do. |
| **Risk Management** | Cabonne Council is committed to using an Enterprise Risk Management Framework to guide council’s approach to risk management including council’s risk appetite and council’s commitment to our risk strategy. Risk Management is integrated into all business activities and systems and we are guided by the Australia/New Zealand standard AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines. |
| We can achieve this by;   * Taking reasonable and practical steps to minimise Council’s exposure to risk including health and safety, contractual, legal, professional and public liability within the scope of your position responsibility and expectation of the position. * Integrating and embedding risk management into all ongoing business activities, processes, procedures, systems and reports in accordance with Council’s Enterprise Risk Management (ERM) system. * Monitoring the external environment to identify potential risks, complacency is a concern just as much as the risk itself. |
| **Business Improvement** | Cabonne Council is committed to fostering a culture of Business Process Improvement (BPI) via optimising our processes to achieve more efficient results. Our guiding principles are about being informed, innovative and actively seeking out new ideas. We aim to be known for our forward thinking, planning & execution approach. We act with a sense of urgency, we learn from our successes and mistakes and we balance opportunity and risk management appropriately to achieve our Community Strategic Plan. |
| We can achieve this by;   * Having an ongoing commitment to organisational effectiveness, by working in the best interest of the Cabonne community at all times, respecting and communicating effectively with colleagues, by acting honestly, demonstrating transparency and having a willingness to share information and work together to achieve the best outcomes. * Understanding the importance of taking care of today and actively preparing for tomorrow. We can do this by embracing innovation, technology and sustainability when delivering the key responsibilities of our positions. * Regularly reviewing our services and facilities to ensure the Council offers value to the community in terms of cost, quality, reliability and timeliness. * Ensuring our decisions are economically, socially and environmentally sustainable. |

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| **KEY PERSONAL SKILLS AND COMPETENCIES** | |
| As a strategically driven organisation, Council demonstrates its values and organisational drivers through demonstrated workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. | |
| **(Personal) behaviour competencies** | * Is honest and respectful towards others and works as part of a team. * Displays appropriate behaviour in the workplace in line with Council’s Code of Conduct. * Takes ownership and responsibility for their key responsibilities and accepts direction. * Demonstrates initiative and a willingness to put forward ideas along with demonstrating a personal interest toward improving the way key responsibilities ‘could’ be achieved. * Possesses appropriate skills and emotional intelligence to resolve working relationship issues if they arise. * Demonstrates flexibility and resilience to cope with change. |
| **Managing others competencies** | * Leads by example and encourages their team to strive to exceed expectations. * Displays humbleness via putting 'We' before 'I', showing trust and gives empowerment to their team, listens, shares and promotes openness in team communication. * Displays the ability to define expectations, assess performance & hold direct reports accountable. * Demonstrates ability to effectively delegate to direct reports, encourage ownership & regularly follows up and gives feedback. * Demonstrates the willingness & ability to coach and develop direct reports. |
| **Qualifications/**  **Licences** | * Tertiary qualifications in Civil engineering or equivalent relevant experience in works management. * Construction Induction Certification (White Card). * Select/Modify Traffic Control Plans (Red Card). * Traffic Management Design and Inspect Traffic Control Plans (Orange Card). * Class C driver’s licence. |
| **Skills and Experience** | * Tertiary qualifications in Civil Engineering or related field and/or significant experience in the coordination of civil construction and maintenance programs with the ability to program works. * Effective communication skills, both oral and written, including report writing. * Demonstrated experience in project management, contract management and tendering * Experience in budget development and administration. * Demonstrated experience in the supervision of staff and an understanding of effective team leadership and management. * Understanding of civil construction and maintenance techniques, including emerging practices and technology. * Competent computer skills in Word, Excel and Access, MapInfo, Civilcad, GIS and Project. * Knowledge and understanding of quality assurance, environmental and risk management systems. * Proven analytical, conceptual and problem solving skills with demonstrated initiative and flexibility. |

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| **KEY RESPONSIBILITIES** |

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| **Activities** | **Description of activities and responsibilities** |
| **IP&R Focus Area- Future Direction 1: Connect Cabonne to each other and the world** | | |
| **Operations and Contract Management** | * Program and monitor work to complete the designated works program within the required timeframes. * Hire or arrange plant, labour, materials and services required to complete designated works within the required timeframes. * Direct, monitor and motivate staff to ensure cost efficient delivery of service including but not limited to asset maintenance and construction activities, and a safe working environment for both the general public and the employees under the supervision of this position. * Ensure all work is carried out in accordance with legislative, industrial and Council policy requirements and standards. * Develop and promote team harmony and resolution of conflicts within the team. * Provide Council and RMS estimates for construction and maintenance activities within the required timeframes. * Prepare and provide all documentation for RMS works efficiently and within the required timeframe. | |
| **IP&R Focus Area- Future Direction 4: Grow Cabonne's Culture and Community** | | |
| **Reporting, Compliance & Administration** | * Contribute relevant and timely input to Council reports and documents including collecting and reporting on indicators outlined in Council’s Community Strategic Planning documents and prepare reports to Council to enable effective decision making. * Monitor and control expenditure of all maintenance and construction works and projects through daily cost sheets under the control of the position within budgetary constraints, and advise management of budget overruns. * Provide timely input into preparation of relevant budgets. * Inspect relevant maintenance and construction matters (including matters of public complaint) and prepare technical advice, estimates and reports and recommend maintenance, construction and reconstruction options as required. * Ensure customer service requests are followed through and the actions and outcomes are adequately documented with electronic notes within Council’s records system. | |

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| **SIGNED BY EMPLOYEE:**  **(Acknowledging they have read and understood):** |  |
| **SUPERVISOR/MANAGER:** |  |
| **DIRECTOR:** |  |
| **DATE SIGNED:** |  |