

Position Description

Position title:	Road Maintenance Manager
Work location:	Waratah Works Depot
Directorate:	City Infrastructure
Reports to:	Manager Civil Construction & Maintenance
Direct reports:	6 direct reports, 62 indirect reports
Salary Point:	19
Decision making:	Level 4 Management Hierarchy
Date revised:	December 2022

Council Overview

City of Newcastle employs over 1,200 staff and is responsible for a local government area of 187km. Newcastle is both the cultural and economic centre of the Hunter region. Our organisational structure consists of four directorates, each linked to the four themes of our Community Strategic Plan (CSP):

1. City Infrastructure
2. Corporate Services
3. Creative and Community Services
4. Planning and Environment

The Civil Construction and Maintenance service unit is part of the City Infrastructure Directorate and this role reports to the Manager Civil Construction & Maintenance.

What's it like working at the City of Newcastle?

We are focused on making a difference in our community and achieving our vision of **creating a liveable, sustainable, inclusive global city**. We are proud to deliver services valued by our community. People come first at the City of Newcastle, which means providing employees with meaningful work and capacity for work life balance. As a large local organisation, the City of Newcastle offers its employees the opportunity to develop in their current role, grow into future opportunities and reach their full potential.

Our organisation's values are **Cooperation, Respect, Excellence and Wellbeing** which are underpinned by our behaviours of courage, trust and pride. Together, our values and behaviours support our decision making as well as our day-to-day interactions.

We value diversity of thought, and we focus on equity in the workplace. We are committed to creating an inclusive workplace culture where everyone feels respected, safe, and valued so they can be themselves and fully contribute their opinions and perspectives to the success of the organisation.

What is the focus of this position?

The Road Maintenance Manager provides leadership and management to the Road Maintenance Service Element. This role ensures the delivery of civil infrastructure maintenance of the road network, piped and natural drainage assets and ancillary facilities on local roads, public reserves and foreshore areas that is cost effective, timely and meets the quality expectations of City of Newcastle. The Road Maintenance Manager is a member of the Civil Construction and Maintenance leadership team and will play an active role in the management and culture of the Service Unit as a whole.

What you will be doing:

- Manage the Road Maintenance Service Element to deliver the Road Maintenance program using internal and external resources within budget, to CN standard and in a timely manner.
- Lead, motivate and manage a team to deliver significant, complex and / or politically sensitive projects / programmed services requiring strong leadership to meet stakeholder expectations.
- Foster a culture of safety and innovation through continuous improvement and change management to develop best-practise work processes and Quality, Safety and Environment (QSE) management systems.
- Establish and maintain professional working relationships with internal and external stakeholders and actively model and advocate CN's CREW values of Cooperation, Respect, Excellence and Wellbeing, to produce successful outcomes.
- Develop and manage the service element's allocated Operational and Capital Works budget aligned to strategic and operational priorities, focused on efficiencies, value for money and quality objectives.
- Provide technical advice to stakeholders in line with local government legislation, including the preparation of GIPA reports, DA referrals, insurance investigations and councillor requests.
- Perform people management activities including recruitment, training, performance management and annual performance development plans, with the assistance of People and Culture where necessary.
- Monitor procurement and contracts to ensure the Construction team compliance to CN procurement policy.
- Provide expert advice on matters of public liability within public places.
- Any other accountabilities or duties as directed by the Executive your Manager / Director which are within the employee's skill, competence, and training.

The essentials you'll need:

- Degree in Civil Engineering, or equivalent relevant qualification and significant experience in Civil Infrastructure Construction and Maintenance.
- High level people management skills, with demonstrated success leading a team to be capable and accountable through effective coaching and performance management.
- Experience in Tendering, Project Management and Contract Management.
- Knowledge and experience in the application of Work, Health & Safety and Quality, Safety & Environment legislation and systems.
- Demonstrated experience negotiating and influencing a range of stakeholders – including senior managers, other government agencies, corporate clients and internal employees.
- Class C Driver's Licence and White Card.

Other valuable skills you may have:

- Qualifications in Project Management and / or Leadership.
- Local government experience and knowledge of relevant legislation.
- Traffic control accreditation.

We'll encourage you along the way

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and evolves.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Position Description (PD) and have discussed the PD with my Manager.

Employee Name:	
Employee Signature:	
Date:	