



POSITION DESCRIPTION

Position Title	Maintenance Coordinator
Position Code	1485
Directorate	Community & Infrastructure
Work Group	Field Services
Position Classification	Band 7
Effective Date	May 2024

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

1.1 As a member of the Field Services coordinating team, provide support to the unit manager in the delivery of field services goals and objectives, by supervising and coordinating teams engaged in Works.

1.2 To provide input and support to the Manager - Field Services on maintenance, construction and general engineering issues.

1.3 To efficiently and effectively coordinate staff and functions of the Works Unit.

1.4 To assist in further developing Council's maintenance practices, OH&S compliance, customer service and other associated functions.

2. Working Relationships

Reports to	Manager – Field Services
Supervises	Supervisor – Works Supervisor – Urban Patrol Leader Posi Track Operator Maintenance Workers Jet Patcher Operator Concreting Crew Member

3. Key Responsibilities

3.1 Supervise employees and manage staff development, undertake annual staff reviews, provide mentoring, monitor programs and review systems and procedures.

3.2 Provide engineering and technical advice regarding the maintenance and renewal of Council's built infrastructure including roads and bridges, drainage, shared paths and footpaths.

3.3 Provide adequate and timely information to teams to enable clear interpretation of plans and provide field set-out and control. Visit work sites on a regular basis liaising with staff on progress and methodology.

3.4 In consultation with the Manager - Field Services, plan, implement, monitor and review maintenance programs and project manage assigned capital works projects.

3.5 Participate in and promote within Field Services the benefits of Council's corporate development programs, and ensure OH&S and Risk Management policies and procedures are implemented.

3.6 Promote and encourage staff training to broaden the staff skill base, and to enhance the efficiency and effectiveness of the delivery of Works activities.

3.7 Provide support to the Manager - Field Services and to other departments in planning of strategic works, consolidated budget, corporate plan and the development of policies and procedures.

3.8 Conduct periodic reviews of works systems and procedures, team functions and plant and equipment to ensure the continuous improvement of works services.

3.9 Review and comment on development plans for planning referrals.

3.10 Ensure teams hold toolbox meetings and conduct regular team meetings.

3.11 Perform administrative duties including the auditing of timesheets. Issue purchase orders, process invoices for payment and raise invoices for private works in accordance with Councils policies, procedures and delegations.

3.12 Monitor and conduct reviews of Safe Operating Procedures.

3.13 Assist in preparing budgets and regularly monitor and report on the performance of budgets associated with maintenance and project works across all areas of responsibility.

3.14 Investigate and report on complaints and effectively communicate and consult with customers in a manner that reflects a positive and efficient image of Council.

3.15 Provide a customer services function that includes telephone discussions, on-site meetings and formal responses to written complaints.

4. Core Physical Requirements

4.1 Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

4.2 Capacity to work in an outdoor environment for varying periods of time.

4.3 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.4 Ability to drive a motor vehicle.

5. Accountability and Extent of Authority

5.1 Accountable for and authorised to supervise and coordinate the Works team, ensuring the efficient and effective utilisation of resources, and that maintenance and works programs are undertaken.

5.2 Accountable for ensuring budgets are effectively controlled and variances are monitored and reported regularly.

5.3 Accountable for providing technical / engineering support and advice on all maintenance functions and projects as required.

5.4 Accountable for the effective delivery of the maintenance functions and assigned projects functions within delegated levels of responsibility and governed by Council's policies, procedures and budgets.

5.5 Accountable for the implementation of continuous improvement processes relating to OH&S and delivery of maintenance tasks.

6. Judgement and Decision Making

6.1 Advanced technical skills will be required to solve problems of a complex nature and may require making choices from multiple options.

6.2 Guidance and advice is generally available from within the organisation, however some outside assistance may be required on occasion.

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

7.1.1 Well developed skills and ability in the application of civil engineering investigation, maintenance and construction practices and techniques.

7.1.2 Highly developed analytical and investigative skills.

7.1.3 Demonstrated knowledge of budgeting, financial and purchasing procedures.

7.1.4 Familiarisation with relevant Australian standards, codes, acts and regulations.

7.1.5 High proficiency in the operation of office and screen-based equipment particularly Microsoft Office and Lotus Notes.

7.1.6 Demonstrated knowledge of OH&S legislation and the ability to carry out risk assessments and identify and implement control measures.

7.2 Management Skills

7.2.1 Demonstrated skills in managing time, setting priorities, planning and organising own work and other employees to ensure specific and set objectives are achieved despite competing demands for time and budget.

7.2.2 Ability to lead and coordinate a diverse range and a number of staff and contractors delivering maintenance and capital works programs.

7.3 Interpersonal Skills

7.3.1 Ability to gain co-operation and assistance from staff, peers, members of the public and other employees to achieve the objectives of the Unit.

7.3.2 Highly developed written and verbal communication skills.

7.3.3 Well developed conflict resolution and negotiation skills.

8. Qualifications and Experience

8.1 Engineering qualifications and relevant industry experience or extensive industry experience relating to road construction and maintenance activities including demonstrated project management experience.

8.2 Highly developed interpersonal skills and experience in leading, empowering and motivating work teams.

8.3 Experience in budgets, reporting on projects, works and services.

9. Key Selection Criteria

9.1 Engineering qualifications and relevant industry experience or extensive industry experience relating to road construction and maintenance activities including demonstrated project management experience.

9.2 Highly developed interpersonal skills and experience in leading, empowering and motivating work teams including performance management of staff.

9.3 Ability to gain co-operation and assistance from staff, peers, members of the public and other employees to achieve set objectives.

9.4 Ability to write clear and concise reports and response letters for the provision of engineering advice and civil infrastructure matters.

9.5 Knowledge of financial systems and ability to manage and monitor budget allocations.

9.6 Knowledge of OH&S legalisation and the ability to promote a culture of work safe practice within a team environment.

9.7 A current driver's licence.

Authorised by: Director – Community & Infrastructure

Date:

Employee's Signature:

Date:
