

POSITION DESCRIPTION

Position Title:	Manager Asset Maintenance
Position Number:	11088
Directorate:	Strategic Projects and Infrastructure
Reports to:	Director Strategic Projects & Infrastructure
Supervises:	Operations Coordinator, Parks & Gardens Coordinator, Building Maintenance Coordinator, Senior Engineering Technical Officer and Infrastructure Services Officers
Department:	Asset Maintenance

1. POSITION OVERVIEW

The Manager Asset Maintenance is responsible for the development, budget, design, management, and implementation of the City's civil and building asset maintenance strategy including, but not limited to, maintenance and/or renewal of City roads, parks and gardens and buildings.

This position manages the Asset Maintenance teams, consisting of Operations, Parks & Gardens, Technical Services and Building Maintenance, through effective leadership, engagement, direction, and communication.

1.1. Position Objectives

- Establish the strategies, plan and programs for the City's maintenance renewal projects and operations.
- Develop and evaluate budget management strategies, business cases, with respect to cost of a program and reactive maintenance as well as proposed new initiatives.
- Provide leadership and direction to staff to ensure the effective and efficient delivery of services as they relate to Asset Maintenance.

2. DUTIES & RESPONSIBILITIES

2.1. Manage Departments

- Manage, supervise and coordinate the City's Operations, Parks and Gardens, Technical Services and Building Maintenance services.
- Provide leadership and support to all direct reports and staff to develop a culture of teamwork and ensure information flows effectively both within the department and across the organisation.
- Oversee the delivery of cost-effective maintenance functions on all the City's buildings and civil works.
- Drive performance of the Department to achieve the key performance indicators set by the City in delivery of programs and projects.
- Prepare, monitor, review Asset Maintenance budgets, in collaboration with department Coordinators, and report any anomalies to the Director of Strategic Projects and Infrastructure.
- Ensure sound risk management practices are observed and enforced with any potentially concerning issues reported to the Director for consideration and action.

- Monitor the progress of works and maintenance expenditure against budget allocations and report anticipated discrepancies to the Director Strategic Projects and Infrastructure.
- Prepare and/or instruct detailed operations programs including projects and maintenance schedules.
- Attend regular meetings with management, coordinators, and operational staff.
- Draft report items for the City as required on matters relating to Asset Maintenance.
- Develop 10 Year Asset replacement and renewal programs for all assets
- Develop project briefs for all budgeted works for Executive review.
- Manage ongoing supervision, probation, annual reviews, recruiting and disciplinary matters ensuring they are completed in a fair and timely manner.
- Actively participate in the Management group in developing strategic direction, policies and management principles for the organisation and ensure that they are effectively communicated and implemented throughout the directorate.

2.2. Building Maintenance

In collaboration with the Building Maintenance Coordinator, develop, implement, and review strategic business and operational plans as required to ensure the department meets the City's strategic objectives and delivers the day-to-day operational requirements relating to:

- Prepare and implement preventative and scheduled maintenance work programs for all the City's facilities in accordance with best practice and statutory requirements.
- Manage all reactive maintenance work schedules and provide direction in relation cost effective scheduling and repairs.
- Prepare specifications, tenders and contracts where required, and manage those contracts with suppliers of goods and services to effectively maintain the City's facilities.
- Provide monthly reports to the Director Strategic Projects and Infrastructure on progress of programmed works, un-programmed minor works undertaken inclusive of year-to-date budget.
- Liaise with other City Departments on matters relating to the City's facilities
- Prepare standard specifications where applicable for refurbishment of the City's facilities
- Manage handover of new and/or refurbished facilities including equipment and systems training

2.3. Operations

In collaboration with the Operations Coordinator, develop, implement and review strategic business and operational plans as required to ensure the department meets the City's strategic objectives and delivers the day-to-day operational requirements relating to:

- Prepare and implement preventative and scheduled maintenance work programs for all the City's facilities in accordance with best practice and statutory requirements e.g., road construction and maintenance (road reseals, re-sheeting and shoulder grading programs); drainage and other civil works (storm water and culverts programs);
- Manage all reactive maintenance work schedules and provide direction in relation cost effective scheduling and repairs e.g., town maintenance activities,

- Prepare specifications, tenders and contracts where required, and manage those contracts with suppliers of goods and services to effectively maintain the City's assets.
- Provide monthly reports to the Director Strategic Projects and Infrastructure on progress of programmed works, un-programmed minor works undertaken inclusive of year-to-date budget e.g., project and contract management for minor projects and/or maintenance activities
- Liaise with other City Departments on matters relating to the City's facilities

2.4. Parks and Gardens

In collaboration with the Parks and Gardens Coordinator, develop, implement and review strategic business and operational plans as required to ensure the department meets the City's strategic objectives and delivers the day-to-day operational requirements including:

- Prepare and implement preventative and scheduled maintenance work programs for all the City's Parks and Gardens facilities in accordance with best practice and statutory requirements e.g., Parks and Gardens, Ovals, Foreshores, Playgrounds, Karratha Golf Course, Cemeteries, Open Space and Reserves
- Manage all reactive maintenance work schedules and provide direction in relation cost effective scheduling and repairs.,
- Prepare specifications, tenders and contracts where required, and manage those contracts with suppliers of goods and services to effectively maintain the City's assets.
- Maintain effective working relationships with key stakeholders related to the provision of services eg Rio Tinto and Water Corporation
- Provide monthly reports to the Director Strategic Projects and Infrastructure on progress of programmed works, un-programmed minor works undertaken inclusive of year-to-date budget e.g., project and contract management for minor projects and/or maintenance activities
- Liaise with other City Departments on matters relating to the City's facilities

2.5. Technical Services

In collaboration with the Senior Engineering Technical Officer, develop, implement, and review strategic asset management plans, business plans and annual works schedules to ensure the Council's strategic objectives are met relating to:

- Long Term Strategic Asset Management, Long Term Financial Planning, 10 Year Operational project schedules
- Plan for and manage government funding programs related to the maintenance and renewal of civil assets including Regional Road Group, Roads to Recovery programs and funding acquittals
- Ensure the provision of timely technical advice and Engineering Design to support City projects and civil works
- Plan for the implementation of civil maintenance and renewal works e.g. kerb and footpath renewals and maintenance programs.
- Provide Project and Contract Management for Minor projects including Footpath & Lighting install programs, Road Reseals

2.6. Occupational Health & Safety

Managers, Coordinators and Supervisors are responsible for ensuring that:

- Staff over whom they have line management responsibility are held accountable for performing the responsibilities and actions relevant to their position.

- City policies and procedures relevant to safety are applied.
- For activities for which the safety risk is significant, and there is no City procedure, safety risk assessments and associated safe work procedures are documented and enacted in accordance with the OHS Risk Management Procedure.
- Workplace hazard inspections occur at least every 3 months at workplaces under their carriage. If there is a HSR for the workplace, ensure they are given adequate paid time and resources to complete the inspection.
- The employees of the City are not exposed to hazards in their working environment.
- Other roles and responsibilities outlined in the OHS Management: Roles and Responsibilities.

3. SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1. Authority & Accountability

- Accountable for the effective management of the Asset Maintenance Department
- Authority to make decisions in accordance with delegations listed under the Local Government Act 1995 and other relevant legislation
- Demonstrated understanding and experience of operating independently and within the scope of authority
- Works in accordance with approved the City's policies, procedures and guidelines.

3.2. Judgement & Problem Solving

- Ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate.
- Independently judge and direct outcomes in relation to contractual and statutory legislation to ensure risk, finance and deliverables are managed to deliver quality outcomes.
- Proven capability to work positively and effectively as part of a collaborative work team and to apply reasoning and negotiate where necessary to resolve problems and conflict.
- Ability to accommodate and work well with different working styles and to work independently where required.
- Ability to propose alternate and innovative solutions for the delivery of programs and projects in resource and cost challenging environment

3.3. Management and Supervision

- Proven interpersonal skills to lead and manage a team of staff to achieve position objectives and personal development as well as manage and negotiate with stakeholders, contractor, senior management and Executives.
- Ability to build capability in a team environment through coaching others, providing performance feedback, conflict resolution and encouraging career development.
- Ability to develop staff retention and attraction strategies through identifying opportunity, training and development, designed to create a pipeline of talent and experience

3.4. Specialist Knowledge & Skills

- Proven expertise across a broad range of the management, maintenance, assessment and operation of the built environment, infrastructure and supporting services through their lifecycle.

- The ability to organise, plan and meet conflicting demands and deadlines, along with the ability to adapt to changed priorities.
- Sound financial management skills with a demonstrated experience in preparing and managing budgets for individual projects and annual departmental budgets.
- Knowledge of strategic planning processes and demonstrated experience in preparing strategic, business and operational plans.

3.5. Interpersonal Skills

- Demonstrated communication and interpersonal skills with the ability to produce clear and concise communications that are appropriate for their intended audience.
- Highly developed numeracy, written and verbal communication skills relevant to the work area.

3.6. Qualifications & Experience

- Tertiary qualifications in Civil Engineering, Construction or relevant discipline or an equivalent combination of relevant training and experience
- Relevant experience within the building construction industry, projects program delivery for civil operations and asset management (ideally within Local Government)
- Extensive experience in planning, developing, maintaining and renewing projects and services
- Experience in preparing strategic, business and operational plans
- Experience in preparing and managing budgets for asset maintenance projects and annual department budgets
- Experience in a similar role sufficient to providing leadership and effective day-to-day management to a multidisciplinary team of approximately 70 employees
- Current C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)
- Current First Aid Certificate