



CITY OF ALBANY POSITION DESCRIPTION CIVIL MAINTENANCE COORDINATOR

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Civil Maintenance Coordinator	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Executive Director Infrastructure, Development and Environment</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Manager Operations</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px;">Civil Maintenance Coordinator</div>
LEVEL: Level 9, City of Albany Industrial Agreement 2023	
DIRECTORATE: Infrastructure, Development and Environment	
REPORTS TO: Manager Operations RESPONSIBLE FOR: Rural Maintenance – Supervisor, Corrective Maintenance – Supervisor, Routine Maintenance – Supervisor, Civil Maintenance Planner	

3. POSITION OBJECTIVE

This position is a leadership role within the City of Albany (City) responsible for leading and strategically managing the civil maintenance operations, focused on enhancing maintenance quality, implementing long-term asset management strategies, and driving team development to improve efficiency and service delivery.

4. KEY RESPONSIBILITIES

Leadership and Management

- Provide high-level leadership and direction to maintenance teams, ensuring all activities are conducted efficiently, safely, and to the highest quality standards.
- Mentor and develop maintenance supervisors and staff, fostering a culture of continuous improvement and professional growth towards best practice.
- Address any performance or behavioural concerns in a timely manner in line with the City's policies and procedures, seeking guidance from People and Culture as required.
- Implement advanced maintenance management methodologies, including best practice processes, to optimise maintenance delivery and resource utilisation.
- Oversee the negotiation and management of contracts with external contractors and consultants, ensuring compliance with City standards and project specifications.
- Exercise initiative and judgment in the selection and application of established principles and techniques and judgment in selecting and applying established principles and techniques.
- Assess the quality of work undertaken, provide feedback to staff on technical issues, assess the timeliness of the team's activities, and ensure a best-practice approach to work.
- Oversee the development and implementation of annual maintenance programs for roads, drainage, shared paths, and other civil infrastructure, ensuring cost-efficiency and effectiveness while meeting time deadlines and quality levels.
- Plan, coordinate, and control the use of labour, plant, and material resources for acceptable service delivery, ensuring that cost-effective use is achieved and maintained.

Financial

- Participate in developing long-term operational maintenance budgets for construction projects, integrating project costs with the city's overall financial planning.
- Prepare detailed maintenance project budgets with the Assets Team Leader, ensuring accuracy, transparency, and alignment with financial constraints and funding sources.
- Prepare and present detailed financial reports to senior management, including forecasts, cost-benefit analyses, and variance reports.
- Monitor and manage the financial performance of maintenance operations, ensuring adherence to budgetary targets and identifying cost-saving opportunities.

Strategic Maintenance Planning

- Lead the development and continual improvement of maintenance standards, specifications, policies and guidelines.
- Develop and implement long-term maintenance strategies that align with the City's overall asset management plans and strategic objectives.
- Collaborate with the asset management team to identify and prioritise maintenance projects and routine works based on asset condition assessments, community needs, and future growth projections.
- Collaborate with senior management to integrate construction planning with broader organisational goals, including sustainability and resilience.
- Oversee the preparation of multi-year construction programs, ensuring they address current infrastructure needs and anticipate future demands.
- Lead the implementation of and oversee the use of advanced planning and project management tools to develop comprehensive maintenance schedule timelines, milestones, and resource allocation plans.
- Lead the integration of asset management principles into maintenance planning, ensuring that projects contribute to the long-term viability and functionality of the City's infrastructure.
- Collaborate with asset management teams to develop and implement lifecycle management strategies for critical infrastructure assets.
- Ensure that construction projects incorporate sustainable practices and materials, aligning with the City's environmental goals and reducing the carbon footprint.

General

- Prepare accurate preliminary and final project cost estimates on capital and maintenance projects, including projects to be constructed by external contractors.
- Provide reports to management and/or recommendations on project activities, technical suitability of procedures, processes and results.
- Undertake pre-planning and integrate whole-of-organisation programming, including short, medium and long-term work scheduling

Interpersonal Skills/Customer Service

- Engage, negotiate and communicate on project matters within the organisation, external stakeholders and other bodies and/or members of the community.
- Promote and implement the City of Albany's customer service focus.
- Establish networks and foster productive relationships with relevant authorities and community groups.
- Work closely with other business units and directorates to resolve issues or problems.
- Liaise with public utilities and authorities for the co-ordination of works and the protection of services
- Develop, promote and maintain a high standard of team-based customer service to internal and external clients, members of the public, suppliers, and other teams.

Civil Maintenance Work Health and Safety

- Ensure all site operations comply with current WHS regulations, policies, and procedures.
- Conduct regular risk assessments and safety inspections to identify hazards and implement corrective actions.
- Coordinate safety training and induction programs for site personnel, ensuring all personnel are informed about safety practices and potential hazards.
- Manage incident reporting by investigating accidents, near-misses, and unsafe conditions, ensuring timely reporting and follow-up with corrective actions.
- Collaborate with site supervisors, leading hands and WHS officers to continuously monitor and improve WHS systems, fostering a strong safety culture across all construction activities.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including implementing risk control measures that are within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.
- Provide appropriate instruction, information, training and supervision to staff and others to enable work to be carried out safely.
- Facilitate and encourage feedback from the team regarding WHS issues.

5. REQUIREMENTS OF THE JOB

Skills

- Expertise in construction planning, asset management, and budget development.
- Advanced leadership and team management abilities, with experience in guiding cross-functional teams and managing large-scale projects.
- Strong financial acumen, including experience in long-term capital budgeting and financial risk management.
- Proficiency in project and program management methodologies, with a focus on optimising efficiency and resource utilisation.
- Excellent communication and stakeholder management skills, with experience in leading high-level negotiations and community engagement.
- Leads by example by communicating a vision that generates enthusiasm and commitment and guides teams to optimise outcomes
- Thinks strategically and acts with a long-term perspective, ensuring that plans and outcomes contribute to the City's strategic priorities.
- Builds productive relationships with internal and external stakeholders
- Relates well to others, listens, understands and adapts to different audiences.
- Uses time effectively and meets agreed deadlines.
- Identifies analyses and addresses issues and problems before they significantly impact outcomes.
- Positively influence others through written or verbal communication.
- Competency in the use of email, internet, word processing, spread-sheeting, asset management and project management software.
- Ability to ensure the required level of quality and to take any project or task through to completion including analysing and adopting lessons learnt for future work.

Knowledge

- Comprehensive understanding of WHS issues relevant to the position and the skills to lead a culture of safety.
- Developed understanding of EEO and HR principles to ensure fair, inclusive practices, address discrimination, and support a respectful, equitable workplace.
- Comprehensive understanding of project and or program management principles
- Detailed understanding of civil design and construction techniques and processes.
- Developed understanding of civil construction operations, standards, levels of service, budget and financial requirements, relevant legislation and policies, preferably within a local government context.
- Working knowledge of environmental compliance requirements, including regulations and best practices, to minimise environmental impact and ensure responsible management of site operations in accordance with relevant City policies, guidelines and sustainability standards.
- Working knowledge of contract documentation and administration.
- Developed understanding of asset-based costing methodologies and systems, preferably within a local government context.

Experience and Qualifications

- Demonstrated ability to manage large budgets and deliver projects within financial constraints and deadlines.
- Demonstrated experience in the management and leadership of a large workforce.
- A degree qualification in civil engineering or construction management with relevant experience (or less formal qualifications, extensive experience in leading construction projects, and a proven track record of managing complex, multi-year construction programs) sufficient to perform at this level.
- At least 6 years' experience in a leadership position within civil construction or maintenance.
- Certificate IV in Project Management or Leadership and Management (or equivalent).
- Certification in project management (e.g., PMP) or asset management (e.g., CPAM) (highly desirable).

- 'C' Class Driver's Licence.
- National Police Clearance.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____