



CITY OF ALBANY POSITION DESCRIPTION CIVIL MAINTENANCE PLANNER

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. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. 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.
- **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 committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

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| TITLE: Civil Maintenance Planner | <pre>graph TD; A[Manager Operations] --> B[Civil Maintenance Coordinator]; B --> C[Civil Maintenance Planner];</pre> |
| LEVEL: Level 7, City of Albany Industrial Agreement 2023 | |
| DIRECTORATE: Infrastructure, Development and Environment | |
| REPORTS TO: Civil Maintenance Coordinator RESPONSIBLE FOR: Technical Officer – Civil Operations | |

3. POSITION OBJECTIVE

This position is a pivotal role within the City of Albany. It is responsible for preparing and managing a comprehensive annual master maintenance schedule for civil infrastructure, ensuring compliance with environmental standards, WHS requirements, monitoring performance, and collaborating with stakeholders. The role includes scoping and scheduling civil infrastructure maintenance projects and

programs, project reporting, site inspections, and supporting field staff in implementing effective maintenance plans city-wide.

4. KEY RESPONSIBILITIES

Team Supervision and Development

- Lead and supervise the Civil Technical Officer, providing clear instructions, guidance, and support to ensure tasks are completed effectively.
- Conduct regular planning meetings to discuss work plans, address any issues, and reinforce safety and quality expectations.
- Provide on-the-job training around maintenance scheduling and planning, focusing on developing skills and ensuring the workforce can perform various maintenance tasks.
- Conduct performance reviews and provide feedback to team members, encouraging continuous improvement and professional development.
- 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.

Project and Program Management

- Develop and maintain an annual master maintenance schedule.
- Develop and manage comprehensive, long-term maintenance schedules for all civil infrastructure assets, integrating preventive, corrective, and routine maintenance plans and tracking progress with minimal direction
- In consultation with the civil operations team, provide fortnightly work plans and work order packs based on the annual master plan, considering resource availability and capacity.
- Undertake pre-planning and integrate whole-of-organisation programming in developing maintenance plans. Utilising a risk-based approach and to prioritising and
- Reschedule work orders and plans as required based on resource capacity, considering operational priorities.
- Effectively utilise maintenance planning software.
- Incorporate environmental compliance requirements into all aspects of maintenance planning.
- Monitor the performance and condition of City infrastructure, identifying areas requiring maintenance or repair.
- Ensure site inspections are conducted to assess asset condition and maintenance work requirements
- Monitor, evaluate and present information and reports on annual maintenance plans, including development, work programming, progress, costs and risk.
- Liaise with public utilities on matters of significance, including the pursuit of resolution on complex issues.
- Establish and track project progress while fully understanding how that program impacts other responsibilities and employees.
- Provide project-specific support, guidance and education to field staff.

Financial

- Develop accurate cost estimates for maintenance and operational budgets ensuring performance is monitored and reported in a timely manner.
- Prepare accurate cost estimations for larger or more complex projects and compile documents required for budget purposes.
- Provide information for and assist in preparing the capital works program and annual budgets for civil infrastructure.
- Control and coordinate complex projects within budgetary constraints.
- Optimise the deployment of maintenance resources to address priority areas and minimize downtime.

General

- Organise regular planning meetings with operational leadership to ensure continuous improvement in planning and performance.
- Develop systems, processes and tools to support work-planning processes
- Provide reports and recommendations to management on technical suitability of procedures, processes and results.
- Liaise with other City departments and external agencies to provide technical input where required.
- Supervise other professional employees within the discipline on occasion.
- Exercise a high degree of autonomy within budgetary constraints in designing and scoping maintenance plans.

Interpersonal Skills/Customer Service

- Investigate customer service and internal enquiries for roads, stormwater drainage, paths, and other infrastructure related to work.
- Exercise excellent, effective interpersonal skills in dealing with the public and other stakeholders.
- Build productive relationships with internal and external stakeholders, particularly the community.
- Respond to information requests from the community or agencies per City policy, strategy and objectives.
- Provide support and guidance to colleagues on applying applicable standards/guidelines/regulations and the use of the City's maintenance scheduling system.
- Provide and ensure a professional and courteous service to internal and external customers, including a high level of courtesy towards the public, measured against service delivery feedback.
- Maintain a comprehensive knowledge of the Civil Operations Team's capacities and capabilities to provide sought services.
- Negotiate on matters of significance with internal and external customers.

Civil Maintenance Work Health and Safety

- Ensure that all planned maintenance activities comply with WHS risk management requirements with appropriate strategies, control measures and tools to enable compliance on site.
- Provide works appropriate safety documentation to the crew, ensuring all workers are aware of safety standards and potential risks.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of 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

- Ability to think and act with a long-term perspective, ensuring that plans and outcomes contribute to City's priorities.
- Proficiency in project and program management methodologies, with a focus on optimising efficiency and resource utilisation.
- Demonstrates strong interpersonal skills and builds productive relationships with people at all levels within and outside the team.
- Operate the Microsoft Office suite, or similar approved software, effectively with a high level of autonomy.
- Operate "MS Project" or similar project and program planning software effectively and efficiently.
- Model appropriate behaviour in line with the City of Albany Code of Conduct.
- Well-developed verbal and written communication skills with the ability to adapt different communication styles to different scenarios as needed.
- Maintain thorough knowledge of the deadlines within the Civil Infrastructure Team to understand the impacts of own progress.
- Use sound judgement in identifying, analysing and rectifying problems or risks and provide recommendations to mitigate them.

Knowledge

- Knowledge of Civil Infrastructure asset management principles and processes.
- Comprehensive understanding of project management principles.
- Working understanding of civil construction techniques and processes.
- Understanding of civil construction and maintenance operations, standards, service levels, budget and financial requirements, relevant legislation and policies, preferably within a local government context.
- Working knowledge of contract documentation and administration.
- Understanding of estimating and costing methodologies, 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 following relevant City policies, guidelines and sustainability standards.
- Sound knowledge of the role of the City's structure and service.
- Specialist skills in civil construction and maintenance planning and project management and/or supervision/management abilities are exercised within a multi-disciplinary operation.
- Maintenance management knowledge gained through experience, training or education.
- Working knowledge of GIS software operations.
- Comprehensive knowledge of policies and procedures relevant to Civil Infrastructure.
- Basic understanding of EEO and HR principles to ensure fair, inclusive practices, address discrimination, and support a respectful, equitable workplace.

Experience and Qualifications

- An applicable degree qualification with relevant experience or approved qualification(s) with substantial skills and experience in field-based asset operations and maintenance in a large organisation.
- Previous experience in initiating and managing programmes, projects and services.
- Minimum 3 years experience in a similar work planning and scheduling role.
- Experience using MS Project or similar project planning software.
- 'C' Class Driver's Licence.
- Certificate IV in Project Management (desirable).

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: _____