

POSITION DESCRIPTION

POSITION TITLE	Manager Asset Maintenance
DIRECTORATE/SECTION	Asset Services / Asset Maintenance
LEVEL	Negotiated Contract
RESPONSIBLE TO	Director Asset Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

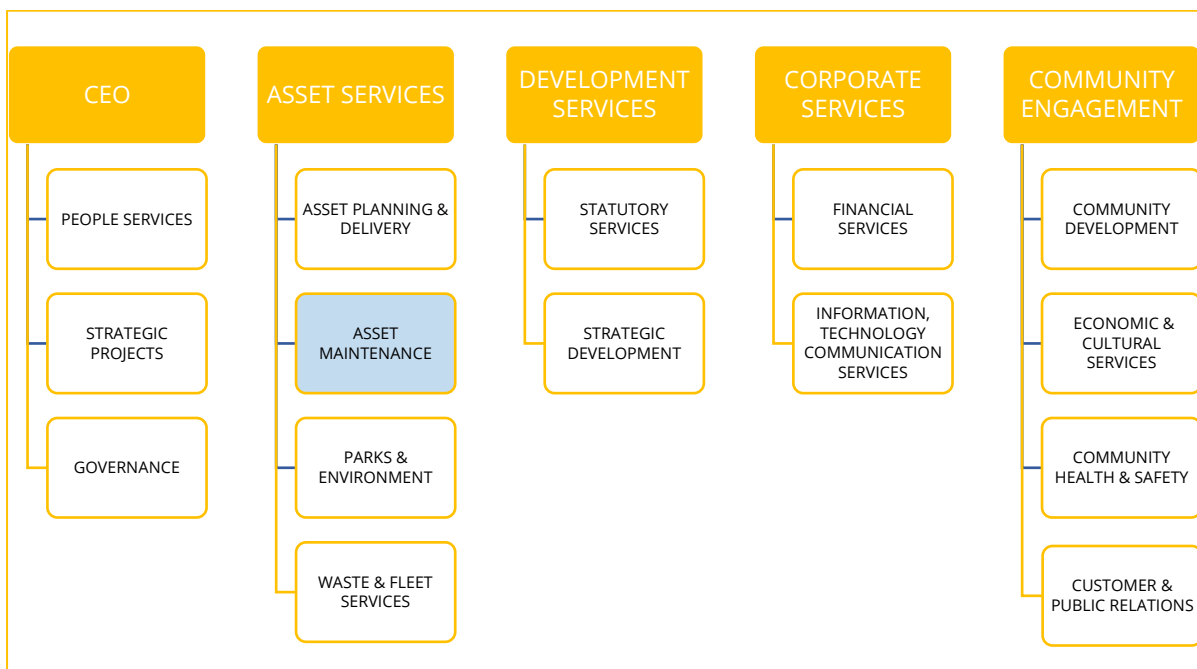
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Ensure through contemporary management & leadership that the Asset Maintenance Unit is administered strategically, effectively and efficiently.

The Unit comprises several subordinate Business Units covering:

- Civil Infrastructure (Roads, Footpaths, Drainage) Maintenance and Minor Capital Works
- Building Infrastructure Maintenance and Minor Capital Works

KEY RESULT AREAS

EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Accurate and timely information and support is provided to ensure that adopted budgets, plans and strategies are implemented as best possible
- Facilitate the flow of information between Elected Members and the CEO/Executive regarding matters within this Unit
- Council (including Committees) and the Executive are fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made; and initiatives and programs implemented, in relation to the asset services directorate.

OPERATIONAL PLANNING & EXECUTION

- Effective operational business plans and service reviews (appropriately linked to relevant goals) within the City's strategic plan(s) are developed; implemented and regularly reviewed for the Asset Maintenance Unit; including plans for each of the individual business unit areas.
- Through refinement of Operations Maintenance Strategy continual improvement is made moving from reactive to planned maintenance activities
- Annual operating budgets and assigned capital works budgets are effectively formulated and delivered

CUSTOMER MANAGEMENT

- Recognising the operating environment and resource availability, ensure that the highest possible levels of community satisfaction and dispute resolution is delivered.

LEADERSHIP

- Staff are consistently provided with high quality dynamic; innovative and proactive leadership; guidance and support, including regular and constructive feedback about performance and development opportunities.
- Identification and mentoring of emerging future leaders within the Unit is seen as a core deliverable of the role
- Is an effective member of the Asset Services Leadership team with colleague Managers and Director

BUSINESS PROCESS MANAGEMENT

- All mission-oriented and support business processes are continually reviewed and improved and are used to measure the effectiveness of the directorate and ensure that all products and services conform to customer requirements.

OCCUPATIONAL SAFETY AND HEALTH & CULTURE

- Effectively supervise and promote compliance with Occupational Safety and Health policies and procedures to maintain safe work practices and a safe working environment.
- Be seen as the leader of the 'One Tribe' workplace culture initiative within the Unit

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- As a minimum, a diploma in Civil or Building Engineering
- Post graduate qualifications in project management or allied skill areas
- At least 5 years' experience at coordinator or higher level within Western Australian Local Governments

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Strong knowledge of Local Government functions and processes.
- Understanding of legislative requirements that guide the City.
- Knowledge in community engagement and consultation processes.
- Knowledge of contemporary leadership practices and teamwork.
- Skills in operational thinking and planning.
- Well-developed report writing skills.
- Good level of financial and budgeting management and analysis.
- Good level of project management processes.
- High level of service contract management
- Knowledge of human resource management principles and practices.
- Understanding of asset management principles and practices.
- Proven leadership of larger blue-collar workforce
- Coordinator or higher-level roles within Roads, Drainage or Buildings areas

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Experience in managing a multidisciplinary portfolio focussed on delivering asset services.
- Experience in negotiating Enterprise Bargaining Agreements from management perspective
- Strong experience in the contemporary Workplace Health and Safety environment
- Understanding of energy and water management relating to buildings and facilities

SELECTION CRITERIA

Achieves results.

Supporting organisational sustainability and driving the change agenda within a sensitive, complex, and high-profile organisation. Fostering a quality focus in the provision of maintenance services. Allocating resources, organisational planning and managing physical and financial assets.

Builds productive relationships.

Building, nurturing, and sustaining internal and external relationships to drive a continual improvement and opportunities agenda within a complex and high-profile organisation.

Exemplifies personal integrity and self-awareness.

Acting decisively with significant personal integrity, honesty, and high ethical standards and as a role model for leadership by consistently raising critical and difficult issues. Retaining a focus on the end goal and overcoming significant barriers and obstacles such as negative mindsets.

Communicates and influences effectively.

Negotiating persuasively, presenting a convincing and balanced rationale while focusing on the desired objectives and outcomes. Identifying key stakeholders and engaging their support. Promoting an understanding of policies, processes, and objectives.

Demonstrates Emotional Intelligence

Recognising the variety of staff within the Unit each have their own personal styles of working with others be able to as best possible provide a workforce that can get along using a wide toolbox of management and leadership skills

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).
- Infrequent requirement to attend to after-hours community engagement or Council activities

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C-B' (Manual) class driver's licence allowing the holder to drive legally in Western Australia. A HR licence would be highly regarded.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Brett Jackson, DAS
DATE PD REVIEWED/APPROVED: 22 November 2022
UPDATED FOR CHANGES: March 2023
