

Maintenance Coordinator (ASO5)



Government
of South Australia
Department for Infrastructure
and Transport

Role Statement

Organisational alignment	Division:	Road and Marine Services
	Directorate:	Road Maintenance
	Section:	Regional South
Reporting relationships	Reports to:	Maintenance Engineer Lead
	Direct reports:	Nil

Role overview

The Maintenance Coordinator is accountable to the Maintenance Engineer Lead for planning, scoping and scheduling the Specific Maintenance Services (SMS) works program within their designated zone.

The role contributes to the delivery of state-wide maintenance programs by providing local knowledge and operational insights, monitoring contractor compliance with performance, safety, environmental and operational requirements, and supporting the planning and coordination of unplanned events with service providers and key stakeholders. The position also assists in verifying service provider data, identifying non-conformance issues and contributing to the development of appropriate corrective responses.

Further information about the Department can be found at: <https://www.dit.sa.gov.au/about-us>

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Provision of expert advice into the development of standards, objectives and priorities of assigned programs, projects, assets, systems and/or services that deliver agency objectives.
- Undertake planning and management of significant projects where required, including determining and allocating resources and work priorities and motivating staff to ensure standards and efficiencies are met.
- Contribute to the identification of minor enhancement programs and supporting the development of policies and procedures that enable the agency to meet future requirements.
- Develop and maintain professional working relationships with staff, stakeholders, service providers and customers to enable delivery of improved road maintenance services, through the use of effective communication including an ability to work well in a team environment.
- Work under limited direction, independently or as part of a team, exercise initiative, set priorities, plan and coordinate activities, achieve objectives within deadlines and make timely and well-informed professional decisions.
- Collaborate effectively with a diverse range of people from various backgrounds, ensuring prompt follow up and progression of outcomes on a range of projects.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with our values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- Role is located at Murray Bridge and the incumbent is expected to be based at the Murray Bridge office.
- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

- A current driver's licence.
- Working towards satisfactory completion of an appropriate technical qualification in a relevant discipline is desirable.

Technical capabilities

- Project management experience working in road infrastructure or related field of a similar magnitude and complexity.
- Practical experience working in road infrastructure or related field of a similar magnitude and complexity.
- Knowledge of road maintenance/infrastructure issues, risks, trends and directions

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Contemporary knowledge of the discipline and the issues, risks, trends and directions associated with the span of assigned functions including an understanding of related government programs and policies.
- Experience in development of maintenance programs and interface with contractors in delivery of programs including managing contractor conformance under limited direction
- Demonstrated ability to act with urgency, accept and expect responsibility, positively support change and risk management initiatives and implement complex solutions within the span of assigned functions.
- Proven ability to work under broad direction, individually and as a member of a team, including planning and coordinating technical operations, setting priorities, achieving objectives within deadlines and making timely and well-informed decisions.
- Demonstrated ability to communicate effectively, succinctly and accurately, in writing and verbally, in a professional and tactful manner including successfully negotiate and resolve conflict with employees and stakeholders.
- High level analytical and research skills to evaluate complex information, provide expert advice and communications, and develop clear correspondence and reports with recommendations for time critical deadlines.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, Road Maintenance

People, Culture and Capability Use Only	KNet ID: #25189857	ANZSCO code: 5111	Position number: P42638
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