

# Department of Transport

## Position Description

### • Position Details

<b>Position Title:</b>	Maintenance Manager Roadside
<b>Classification:</b>	VRO 4
<b>Salary Range:</b>	\$90,705 to \$110, 357 + Superannuation
<b>Reports to:</b>	Manager Assets and Environment
<b>Direct reports</b>	Yes
<b>Usual work location:</b>	Dandenong, Lilydale
<b>Employment Type:</b>	12 month Fixed Term, Full Time (the department provides flexible working arrangements)
<b>Division</b>	Transport Services

## About the Department of Transport

The Department of Transport (DoT) brings together all transport modes to design, plan, build and operate Victoria's transport system. Our job is to further integrate the transport network and improve the delivery of services to Victorians for simpler, quicker and safer journeys that connect people and places and support Victoria's prosperity and liveability.

We're focused on outcomes that deliver more choice, connections and confidence in our travel, ensuring the whole transport network works as one to deliver better services and outcomes.

The department is committed to building a culture where we say 'yes' to flexible work arrangements, provide personal and professional development programs and support ways of working that help employees balance work and life.

We're committed to providing a workplace environment that is rewarding, enjoyable, healthy and productive for all employees where contributions are valued and recognised, expectations are clear, and treatment is fair and equitable.

As outlined in the DoT Inclusion & Diversity Strategy 2019-2023, an inclusive and diverse workforce is vital for us to deliver simple, connected journeys for all Victorians. We welcome applicants from a diverse range of backgrounds, including veterans, women, Aboriginal and/or Torres Strait Islander Australians, LGBTIQ+ people, people with disability and those from culturally and linguistically diverse backgrounds.

We believe everyone in the workplace plays a role in creating and sustaining an inclusive workplace culture where our people are safe, diverse, engaged, valued and high performing.

The department provides reasonable workplace adjustments for applicants with disability.

# SprayLine Road Services

SprayLine Road Services has long held the mantle of the most innovative maintenance contractor within our industry with most of the road and bridge maintenance techniques employed throughout Victoria invented, developed, improved, or refined by SprayLine Road Services.

## Primary purpose of this role

Maintenance Manager Roadside is responsible for managing a team of 2 site managers and a works engineer. In delivery roadside maintenance across eastern metropolitan region which includes Yarra Ranges, Knox, Maroondah, Nillumbik, Casey and Cardinia Councils. The roadside team focuses on green space (grass mowing, trees, litter and weed control) and roadside assets (WRSB, Guard rail, large and small signage).

Roadside Team Leader is responsible for human resources, financial accountability, reporting (water usage, chemical usage, litter removal), customer response, contractual KPI's, managing contracts and contractors and supporting the scheduling of night-time, envelope and structure inspections.

## Key Accountabilities

- In accordance with project scope, support the Operations Manager in the management of the operational area to meet the business objectives and provide sound technical support and advice including the management of scheduling to the business unit relating to environmental, horticultural, roadside assets and/or bridge maintenance activities.
- Exercise professional independent judgement to effectively assign responsibilities to relevant personnel, ensuring best use of employee's skills, qualifications and experience in line with business requirements, in a safe, timely manner and in line with budgetary requirements.
- Contribute to the development and implementation of strategies to increase staff participation levels and create an inspiring team environment with an open, honest and respectful communication culture.
- Contribute to the development and delivery of a commercially viable business unit with a focus on productivity and overall business profitability, efficiently servicing the Program and by securing additional revenue through internal and external sources such as tender, reporting weekly on the financial health of the business line and process claims accurately and in a timely manner.
- Negotiate with and influence key stakeholders and create strong working partnership with VicRoads, councils and other internal and external customers to become the trusted benchmark of industry knowledge.
- Contribute to the development and implementation of Quality Assurance, Occupational Health & Safety and Environmental Management by actively participating in relevant committees and work groups and providing feedback to the management team.

## Key Selection Criteria

- Demonstrate the ability to evaluate and determine most effective business approach to achieve required outcomes, including scoping, estimating, risk and achievement of business area objectives.
- Model team qualities such as respect, helpfulness, cooperation, productivity and support and provide an environment which supports members of the team to balance personal goals with team goals.
- Implement team plans that support the achievement of the organizational goals by explaining decisions and actions in terms of contribution to the short- and long-term organizational goals and to lead others to achieve outcomes aligned to the organizational strategic goals.
- Demonstrate the ability to make sound independent decisions in all levels of the business to achieve successful outcomes.
- Demonstrates self-awareness and a commitment to personal development by actively seeking constructive feedback from internal and external customers, staff and stakeholders through monthly one to one meetings to achieve improved business outcomes.
- Apply competence in evaluating Quality Assurance, OH&S and Environmental Management practices in VicRoads works and develop innovative responses to complex problems where defined policy, procedures and precedents do not always exist.

## Qualifications

### **Mandatory.**

- A current and valid Driver's License

### **Desirable**

- Diploma/Cert 4 in an environmental discipline.
- Experience in the horticultural maintenance (grass mowing, trees works weed control, amenity green space).

## Additional information

### **Emergency Response Requirements**

DoT is a key emergency management partner and contributes significantly to Victoria's State Emergency Management Arrangements. As a part of a whole of government agreement employees may be required to support functions during an emergency and may be redeployed to facilitate this need.

### **Role specific requirements**

- Ability and willingness to travel and work across metropolitan and regional Victoria outside normal working hours as reasonably required.

## What we offer you

Working with the department presents a wide variety of opportunities, with an extensive range of personal and professional development programs designed to develop our people and their careers. Working closely with industry, business and the community enables you to make a difference to efficient and safe travel for all Victorians. Some of the benefits that we offer you include:

### **Safety and Wellbeing**

The department DoT is committed to providing a safe and healthy workplace for all its people, including contractors and visitors. DoT reinforces its safety focus through embedding expectations of its leaders and people to support health and safety outcomes for all and compliance with all relevant health and safety laws (including the Occupational Health and Safety [OH&S] Act 2004 and its associated regulatory codes). Safety hazards should be reported immediately and where possible suggested improvements presented to the management team. People leaders are also accountable for ensuring that team members are assisted and supported with such compliance.

### **Appropriate Workplace Behaviour**

At DoT we believe everyone in the workplace has a role in creating and sustaining a respectful and constructive work environment. It's important that our employees are able to work harmoniously with others, feel safe, respected, included and are free from all forms of bullying, discrimination and harassment.

### **Environment**

The department is committed to reducing environmental impacts in the workplace through both staff behaviour change and infrastructure upgrades. The department recognises the importance of engaging with employees to help bring about positive environmental outcomes for the organisation.

## Learning and Development

We want you to grow, develop and learn with us. The department provides you with access to a range of internal and external learning and development opportunities to support your performance in your role and further your career aspirations. The department also supports relevant study via negotiated financial assistance and leave provisions for approved courses.

## Inclusion & Diversity

DoT is committed to inclusion and diversity and aims to create a workforce that reflects the community, customers, and stakeholders we serve. DoT also aims to advance an inclusive workplace culture that values and optimises the contributions and talents of its diverse workforce. DoT delivers a number of inclusion and diversity initiatives year-round, including an all-inclusive employee resource group and specific working groups, relevant inclusion and diversity training, policy development and review, tailored support options for diverse employees, specific employment and Mentoring opportunities, and a variety of inclusion events.

## Employment Information

- Applicants must be an Australian Citizen, Permanent Resident or hold a valid work permit or visa.
- Recipients of Victorian Public Service (VPS) voluntary departure packages should note that re-employment restrictions apply.
- Non-VPS applicants will be subject to a probation period of six months.
- All new appointments to the department will be subject to a National Criminal Records Check, Misconduct Screening and a Qualification Check where there is a requirement for a mandatory qualification.
- Employees are covered by the *Victorian Public Service Enterprise Agreement 2020*.
- The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.