

Role Description

Maintenance Supervisor



Department of
Primary Industries

Cluster	Planning, Industry & Environment
Agency	Department of Primary Industries
Division/Branch/Unit	DPI Research & Business Excellence/ Research Services
Location	Wagga Wagga Agricultural Institute
Classification/Grade/Band	Operational Staff Grade 6
ANZSCO Code	312911
PCAT Code	1112291
Date of Approval	June 2019
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, Agriculture (DPI Ag) leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries; and provides access to financial loans and grants through the Rural Assistance Authority (RAA).

Primary purpose of the role

Responsible for upgrades and maintenance by ensuring effective and efficient maintenance programs and targets are implemented for buildings, plant and equipment. The role engages maintenance contractors to ensure agreed outcomes are met and undertakes some maintenance tasks

Key accountabilities

- In consultation with the Site Manager, manage the annual maintenance budget to ensure WH&S standards are met and infrastructure, plant & equipment is maintained to safe and acceptable standards including consideration of operating environments.
- Induct contractors before work commences and manage them while on site

- Manage relocations and refurbishments by planning, consulting and coordinating contractor activities
- Prepare and manage site contracts e.g. scope of works, procurement contracts and reports
- Conduct inspections of equipment, maintain and make minor repairs as required, plan and supervise all maintenance
- Advise management of long term maintenance requirements and the replacement of plant and equipment
- Provide technical advice and information on building services to site management, other staff on site and Infrastructure Services in head office
- Record keeping, report writing and documentation for maintenance planning, contracts, budgeting and procurement

Key challenges

- Responding to and managing urgent breakdowns to safely maintain or return systems and facilities on line with minimal impact
- Responding to the differing maintenance requirements of old and new facilities and plant
- Ensuring all site-related contracts are managed and renewed as required

Key relationships

Who	Why
Internal	
Site, Manager	<ul style="list-style-type: none"> • Provide support, information, reports and analysis on maintenance issues.
Researchers, tenants and other key staff	<ul style="list-style-type: none"> • Meet with, inform, discuss and coordinate maintenance services and repairs.
Technical and administrative staff	<ul style="list-style-type: none"> • Meet with, inform, discuss and coordinate maintenance services and repairs.
External	
Contractors	<ul style="list-style-type: none"> • Employ and manage contractors to complete specific duties.
Suppliers, customers & agents	<ul style="list-style-type: none"> • Negotiate the supply and purchase of goods and equipment.
Research services staff	<ul style="list-style-type: none"> • Plan and coordinate building and maintenance works and the purchase of equipment.

Role dimensions

Decision making

The Maintenance Supervisor makes routine maintenance decisions. Decisions other than routine maintenance are made in conjunction with the Site Manager.

Reporting line

This role reports to the Site Manager

Direct reports

Maintenance Assistants where applicable

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

Essential requirements






- Trade qualification in building, electrical, plumbing or infrastructure and plant
- Experience in managing equipment maintenance and safety
- Current NSW Driver Licence

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers •
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Finance	Intermediate	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Take account of financial and budget implications, including value for money in planning decisions • Present basic financial information to a target audience in an appropriate format • Understand financial audit, reporting and compliance obligations and the actions needed to satisfy them

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Display an awareness of financial risk and exposure and solutions to address these • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues