

Supervisor Asset Maintenance and Scheduling

POSITION DESCRIPTION



Position Number:	3277
Department:	Community Services
Section:	Fleet and Facilities
Unit:	Asset Maintenance and Scheduling
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
Reports To:	Coordinator Assets & Technical Services
Revised:	April 2026

General Position Statement

This position supports Council's direction by being responsible in the stages required for Work Management Process in a professional and efficient manner that supports Fleet and Facilities to achieve its required outcomes of strategic maintenance.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Provide leadership, supervision, mentoring and management of team members to ensure the delivery of effective and efficient planning of Asset Maintenance Management and implementation using R1 system
- Support the development and delivery of accurate maintenance work packages, including forward planning of works and resource scheduling, to ensure maintenance works are performed in a safe, timely, reliable and professional manner.
- Review all asset change requests, update templates in R1 and ensure a high level of accuracy is maintained when actioning change requests.
- Work within and provide continuous improvements to the Maintenance Work Management, Asset Management processes and work practices.
- Maintain service contracts and implement variations ensuring external contractors are compliant with the documentation requirements within the service contract.
- Contribute to enhanced use of technology to assist in the efficient management of resources and services to ensure consistency where feasible.
- Prepare the short term work package schedules in consultation with other Maintenance personnel and supervisors
- Prepare the reports and information to monitor, track, evaluate and report on KPI activities and foster continuous improvements.

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- Work in partnership with the Manager and Coordinator to outline performance standards and mutual expectations.
- Assist the Manager Fleet and Facilities in the development and monitoring of asset operational and capital life cycle budgets.
- Monitor and review of the sections operational budget for consistency and accuracy.
- Create and process journal entries to correct expenditure errors while liaising with stakeholders and staff responsible for expenditure.
- Continuous improvement and streamlining of asset management and budget processes and systems
- Manage operational and service related requests effectively to ensure prompt identification and appropriate action.
- Collating and reporting of appropriate data and statistics as required
- Follow up with contractors and stakeholders in relation to any outstanding issues with regard to completed works, ensuring effective communication with relevant stakeholders to inform progress
- Set priorities and monitor workflows in area of responsibility
- Develop, coordinate and review work processes and procedures for the team using best practice standards, including training and mentoring the team
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Demonstrated knowledge and experience in asset maintenance management.
- High knowledge in finance systems to maintain budget and expenditure accuracy.
- Working knowledge of Workplace Health and Safety requirements, industry standards, best practice and legislation relevant to the role.
- Demonstrated ability to coordinate the functions of a work area including supervise, direct and motivate staff, monitor workflow and determine processes.
- Demonstrated knowledge of job resource costing and purchasing procedures.
- Comprehensive knowledge of construction and maintenance procedures and Quality Assurance.
- Thorough understanding and ability to apply Council's Procurement Policies and Guidelines.
- Demonstrated ability to research, analyse and prepare correspondence, reports and other such documentation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.

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- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Ability to effectively operate Council's computer systems including but not limited to the Ci Anywhere Suite (R1 and ECM), Pathway, Conquest, a Computer Maintenance Management System and the MS Office Suite.

Qualifications

- Degree Qualification in Asset and Maintenance Management (or related discipline) and/or substantial experience within a scheduling and financially administrative related role.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level **Operational Leadership: Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth. Further Information Appendix A.**

Additional Requirements

- Ability to work in an office and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

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Appendix A: Leadership Capability Framework – Leadership Level Operational Leadership (Team Leaders and Supervisors)

Key Leadership Capabilities	Leadership Standard / Behaviour	Standards / Behaviours Required at this Leadership Level
Build and Maintain Trust	Engage and Inspire our People	Ensures alignment between work and Council's vision to engage and inspire others.
	Empower our People	Empowers others and builds trust and confidence through coaching.
	Enable Teamwork and Collaboration	Ensures teamwork and collaboration within and across teams.
	Effectively Communicate across the Organisation	Fosters open and transparent two way communication and ensures that communications are received and understood by team members and other stakeholders.
	Build Effective Enduring Relationships	Engaging in and supporting others to build effective and enduring relationships built on trust and respect.
Deliver Results	Manage People Performance	Ensures the alignment and achievement of goals through setting clear expectations, providing feedback, support and recognition to employees.
	Develop our People	Identify opportunities to provide development opportunities and coaching to others.
	Demonstrate Ethical and Accountable Decision Making	Develops own and team's organisational, political and cultural awareness.
	Demonstrate Organisational and Situational Awareness	Makes decisions in situations where there is scope for interpretation.
	Maintain a Strategic Focus	Coordinates resources to achieve Council's strategic objectives and supports others to understand how their role aligns.
	Plan and Organise Resources	Plan and organise resources to ensure the team delivers work within deadlines of to a quality standard in a safe and cost effective manner.
Customer / Community Driven	Be Customer and Community Focused	Focus on the purpose of Council and delivering what's best for the customer and community in line with vision.
	Manage customer and stakeholder relationships	Anticipates and adapts to customer and stakeholder needs.
Lead and Enable Change	Lead Change Effectively	Manages the process of change to ensure successful implementation.
	Lead Continuous improvement and Innovation	Supports others to identify, gain acceptance and implement continuous improvement opportunities.
Commit to Personal Growth	Commit to Personal Growth and Learning Agility	Commits to own personal growth and learning agility and shares learnings with others.
	Lead with Emotional Intelligence	Develops emotional intelligence and awareness of impact of actions on others.
	Build and maintain Technical and Operational Competence	Maintains own technical and operational competence and supports others to develop and maintain their competence.