



Maintenance Scheduler

Role purpose

The Maintenance Scheduler Officer supports the effective planning and delivery of civil infrastructure maintenance across the Hobart municipal area. This role is responsible for scheduling routine and reactive maintenance works for roads and drainage, preparation of traffic management plans and guidance schemes and administration of minor contracts.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2021 Municipal Officer Level 2
Position Number	9846
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Infrastructure and Assets Network, City Infrastructure Group
Immediate Manager	Construction and Maintenance Planner (9768)



Role accountabilities Key result areas

Strategic

- Develop and maintain accurate schedules for routine, reactive, and preventative maintenance works using Conquest Asset Management System.
- Support Coordinators to ensure timely allocation of resources, equipment, and personnel to scheduled tasks.
- Identify opportunities to improve scheduling efficiency, reduce costs, and enhance service delivery.
- Prepare Traffic Management Plans and Guidance Schemes
- Support the delivery of minor contract works packages such as road de-icing program, line marking, bridge maintenance and asphalt patching.
- Support the preparation of permits, risk assessments, and safety documentation
- Assist in the preparation of reports on maintenance performance, asset condition, and service levels.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- To implement the Council's WHS Management System, to ensure that the work for which you are responsible is carried out in accordance with this System and the WHS legislation and to provide appropriate WHS information, instruction, training and supervision to workers for whom you are accountable.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Maintenance Scheduler

Selection criteria

Essential

1. Practical experience in Works Planning and Scheduling, preferably within a local government or utility environment.
2. Strong Administrative and Organisational Skills. The ability to manage multiple tasks, maintain accurate records, and meet deadlines in a dynamic work environment.
3. Experience in the use of Microsoft suite of software including MS Word and MS Excel.
4. An ability to communicate effectively to enable courteous interactions with the general public and effective interactions with team members.
5. Actively demonstrate the expected behaviours described in the Behavioural Competency Framework.
6. Current Driver Licence.

Desirable

7. Certificate III or IV in Civil Construction, Business Administration, Asset Management, Procurement and Contracting or a related field.
8. Experience in the preparation of Traffic Management Plans and Traffic Guidance Schemes
9. Traffic Management Designer qualifications
10. Experience using asset management systems such as Conquest, Maximo or similar platforms for scheduling and work order management.
11. Understanding of local government processes, civil infrastructure maintenance practices, and relevant legislation, standards, and safety requirements.
12. Construction Industry (White Card) – 3PCCWHS1001

Pre-employment checks

1. National Criminal History check
2. Pre-employment Medical Assessment – Low Risk
3. Tasmanian Registration to Work with Vulnerable People (RWVP) - Employment.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.