



TASMANIAN PORTS CORPORATION PTY LTD
POSITION DESCRIPTION

POSITION TITLE:	Maintenance Planner
REPORTS TO:	Site Coordinator
DIVISION:	Operations and Business Improvement
LOCATIONS:	North West (Burnie or Devonport), North (Bell Bay), South (Hobart)
CONDITIONS:	TasPorts Enterprise Agreement 2022 (or its successors) Classification: Administration & Technical Officer Level 6

PURPOSE OF THE POSITION

Reporting to the Site Coordinator, the Maintenance Planner will utilise the TasPorts Asset Management Information Systems (AMIS) to effectively prioritise, process, scope and resource all planned maintenance work activities in line with TasPorts Work Management System Process.

LEVEL OF RESPONSIBILITY/ACCOUNTABILITY

The Maintenance Planner will be required to work under limited supervision and be responsible in ensuring all maintenance related activities are effectively scheduled with the respective Tradespeople. The role is required to display a high level of initiative to ensure they can seek the information and resources they require to achieve the outputs (maintenance works completion) as scheduled to meet business operational continuity.

This position must possess the skills to understand and implement quality control techniques, provide guidance and assistance as part of a work team. The incumbent must demonstrate the required skills and knowledge to perform their duties and must demonstrate good interpersonal, stakeholder liaison and communication skills.

TasPorts Health, Safety and Environment Responsibility and Authority

Refer to Section 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

Supervisory Responsibility

Nil

KEY ACCOUNTABILITIES

- Support the Site Coordinator to work collaboratively with all teams and stakeholders across the Site.
- Prioritise work orders and produce accurate work plans for operations and maintenance teams which allow effective scheduling and completion of planned work activities.
- Develop, implement, and execute shutdown plans and major maintenance works for the Site(s).
- Procurement of parts, equipment and resources, in consultation with the site, and Assistant Site Coordinator, to ensure safe and reliable completion of operations and maintenance work activities.
- Understand and comply with TasPorts procurement practices to source competitive quotes for parts, equipment, and services.
- Ensure all completed work orders are closed on time with appropriate completion notes and subsequent work request information entered in the AMIS.
- Populate relevant equipment documentation and bill of material lists in the AMIS.
- Develop and maintain a spare parts inventory in the AMIS.
- Manage and track rotatable spares sent for repair or arranged for replacement.
- In conjunction with Site Coordinator engage with service contractors to ensure work is carried out in line with the AMIS routines and service reports are filed correct.
- Ensure statutory inspections and preventative maintenance programs are completed according to regulatory requirements and asset strategies.
- Develop, maintain, and review standard work activity instructions to ensure operations and maintenance personnel can efficiently and safely perform complex work activities.
- Support the Site Coordinator to prepare and report maintenance metrics.

- Engage with the Assets & Technical Services Division for the creation of the annual maintenance budget.

KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)

Essential

1. Demonstrated experience in maintenance activities, particularly prioritising planning and scheduling work according to priority of safety and operational expectations.
2. Ability to interpret local, State and National Codes of Practice, including interpretation of instructions, specifications, blueprints and legislation.
3. Ability to estimate, plan work involving the construction, installation, modification, troubleshooting and repairs of new and existing infrastructure.
4. Demonstrated knowledge of the current principles, methods and techniques required of and used in the maintenance planning.
5. Proven awareness and understanding of health, safety and environmental policies and principles and their practical application in the workplace.
6. Proactive safety mindset to ensure coordination of maintenance works are reasonable and conducted in a safe manner at all times.
7. Excellent verbal and written communication, and relationship management skills.
8. Can exercise independent judgement when dealing with technical matters, with a strong attention to detail and problem-solving skills.
9. Proficient use of digital platforms including Microsoft Office Suite of applications.

QUALIFICATIONS

Essential

- Relevant trade qualification or demonstrated experience in a similar position or field.
- Current unrestricted Tasmanian drivers' licence.
- Must have the ability to obtain and hold a Maritime Security Identification Card (MSIC).

Desirable

- Experience in applying lean manufacturing principles.
- Experience working with Preventative Maintenance Programs, Asset Management Information Systems (AMIS)/Work Management Systems (WMS).
- Ability to read and interpret technical drawings and plans.