

POSITION TITLE:	Maintenance Planner
POSITION NUMBER:	10787
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	<i>Level 7 – 8</i>
REPORTS TO:	Manager Water Utilities
DEPARTMENT:	Infrastructure and Utilities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

Reporting to the Manager Water Utilities the Maintenance Planner will undertake activities required to develop and implement the Water Utilities planned maintenance program. This includes:

- meeting with key stakeholders to develop maintenance plans and schedules for both Water and Wastewater Treatment and Networks critical equipment
- develop maintenance plans and schedules for each of Council water and sewer asset classes, including job plan (description of works to be carried out) and frequency of job plan occurring for specific assets
- ensure maintenance plans and schedules are reviewed and signed off by key stakeholders
- configure OneCouncil system with the new maintenance plans and schedules
- test maintenance work orders the field and amend as required.

KEY RESPONSIBILITIES IN THIS ROLE

Key Responsibilities

1. **Stakeholder Engagement.** Effective communication skills to liaise with both internal and external stakeholders in developing and implementing Councils Water Utilities planned maintenance program.
2. **Planned maintenance.** Develop rolling maintenance plans aligned to asset criticality, including job plans and planned maintenance schedules (including frequency) for the Water Utilities Water and Wastewater to ensure legislative requirements are met and asset life cycle is optimised. Provide technical support to Maintenance Scheduling Officer and maintenance teams in the delivery of the planned maintenance program.
3. **Responsive maintenance.** Review the Water Utilities Responsive Maintenance work orders to identify any planned maintenance opportunities to assist with cost reduction in responsive maintenance and effectiveness of planned maintenance program.
4. **System Management.** Load and amend the job plans and maintenance schedules in Council's OneCouncil maintenance management module and save any documentation in Council's electronic records management system.
5. **Asset Management.** Review and amend Water Utilities Asset Class Plans as part of the implementation of the planned maintenance program and liaise with the Corporate Asset Management team with respect to changes to the Asset Management Plan or adding missing infrastructure into the OneCouncil system as required.
6. **Contract Management and Procurement.** Support the Maintenance Scheduling Officer in development of technical specifications, procurement and engagement of planned maintenance contractors.
7. **Reporting.** Support the Maintenance Scheduling Officer to develop a performance dashboard for monitoring, reporting and management of the planned maintenance program development and implementation (including schedule adherence and backlog) to allow for monthly reporting and quarterly forecasting.
8. **Budgeting.** Prepare the annual budget for the planned maintenance program.
9. **Safety and training.** Work according to safe work procedures and undertake necessary training to ensure regulatory compliance is met and zero harm is achieved.
10. **Procedures.** Develop or review standard operating procedures for the development and implementation of planned maintenance.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated experience in the development of maintenance plans and schedules, preferably for water and wastewater infrastructure (however industrial or mining equipment experience will be acceptable).

- Ability to understand legislative compliance or standards and councils' utility service level obligations with respect to customer, drinking water quality, environment, and safety.
- Demonstrated experience in the use of a maintenance management system (i.e., SAP, Maximo, Technology One OneCouncil etc.)
- Proficient in the Microsoft Office suite and experience creating and using spreadsheets.

Desirable:

- Experience in local government

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional manual drivers' licence.
- General Construction Induction Card.

Desirable:

- Degree or trade qualified in an engineering discipline (i.e. B.Eng. Mech, B.Eng Elec, B.Eng. Civil etc).

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position requires the employee to work outdoors and in areas where environmental factors may include sun, rain, wind, effluent waste, chemicals including acids and in or around bodies of water.

IMMUNISATION REQUIREMENTS

Council's Health Risk Assessment has identified this position as having exposure to biological hazards as they may encounter raw water, sewage aerosols and biosolids. Council offers an immunisation clinic to all workers who are in roles that have exposures to biologicals to provide protection against vaccine preventable diseases such as Tetanus, Hepatitis A and Hepatitis B.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety, Act 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a position on a temporary basis, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Medical assessment
- Qualification check
- Reference checks

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	3
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	3
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	3
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	3
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	3
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	3
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	3
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with council policy and procedure.	3

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any licence or qualification, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
