



South Port NZ

POSITION DESCRIPTION

FLEET MAINTENANCE SUPERVISOR

[JANUARY 2022]



South Port NZ

PURPOSE AND VALUES



COMPETENCY	DEFINITION	MEASURE
1. Maintenance Duties	<ul style="list-style-type: none"> • Maintain plant operational capabilities to maximum performance • Respond to after hour call outs as required 	<ul style="list-style-type: none"> • Operational Uptime • Limited Maintenance downtime • Customer feedback • Performance monitoring
2. Plan, Organise, Resource, Supervise and Provide Quality Control for Work being Performed	<ul style="list-style-type: none"> • Planned downtime kept to a minimum • Effective and efficient utilisation of time and resources – note that a significant amount of this resource is provided by third party contractors • Ensure best value for money when making decisions that affect the Maintenance budget 	<ul style="list-style-type: none"> • Downtime • Customer feedback • Work order history and timekeeping records • Cost reporting • Effective parts ordering
3. Manage and/or Oversee Outages as requested by the Container Manager	<ul style="list-style-type: none"> • Responsibility for Resourcing, Planning, Implementation and Quality Control 	<ul style="list-style-type: none"> • Projects completed on time • Feedback to Container Manager
4. Ensure and Promote Health and Safety Performance: <ul style="list-style-type: none"> • Reporting • Training • Environment • Compliance with Safe work permitting procedures 	<ul style="list-style-type: none"> • Nil lost time incidents • No repeat incidents • Reporting all incidents • Prompt follow up of corrective actions • Staff trained in best practise H&S • Staff demonstrate safety consciousness and adequately trained in tasks undertaken. • Contractors inducted and monitor their H&S performance. • Maintain hazard register. • Fleet is fit for purpose and is maintained and meets legislative requirements. 	<ul style="list-style-type: none"> • Incident report forms • All incidents reported and documented • Documented training • Using correct safety equipment for the job • Effective response
5. Effective liaison with other operational areas and contractors	<ul style="list-style-type: none"> • Participate constructively in reviews • Smooth co-ordination of activities 	<ul style="list-style-type: none"> • Feedback

<p>6. Maintain Information Flow</p>	<ul style="list-style-type: none"> • Reports on time, complete, accurate, concise • Down time reporting • Management and staff informed on time and aware of relevant issues • Ensure controlled documentation is handled according to procedures • Participate in weekly tool box meetings 	<ul style="list-style-type: none"> • Feedback on quality of reports • Agreed deadlines met • Active and constructive participation • Feedback from machinery operators. • Maintain records of maintenance carried out by ensuring appropriate data is recorded.
<p>7. Increase Efficiencies</p>	<ul style="list-style-type: none"> • Minimal unplanned downtime • Up-to-date and complete set of Maintenance Procedures • Training Updated • Continuous Improvement activities identified and being progressed • Reduction in all forms of waste • Participate in performance evaluations 	<ul style="list-style-type: none"> • Downtime reporting • Audit of Procedures - Manual available to all staff • Updated procedures signed • Number of continuous improvement activities worked on or implemented • Cost reports • Achievement of agreed goals
<p>8. Develop input into Company, Department Vision and Goals</p>	<ul style="list-style-type: none"> • Input into department Vision and Goals • Make recommendations on major repairs, maintenance, and capital equipment to the Container Manager. • Organise resources to achieve goals 	<ul style="list-style-type: none"> • Participation in Strategic Processes including setting objectives, budgets, purchasing new equipment and an efficient maintenance structure. • Tactical Plan to achieve objectives
<p>9. Leadership</p>	<ul style="list-style-type: none"> • Lead, coach and develop team members to create a high performance, best practise team. • Staff performance appraisals completed and acted on. • Lead by example, working alongside team members where required to assist in meeting maintenance deadlines. • Actively participate in all operational meetings. • Monitor staff and contractor performance to ensure safety, efficiency and quality of work. 	<ul style="list-style-type: none"> • Team morale • Team performance • Feedback from stakeholders.