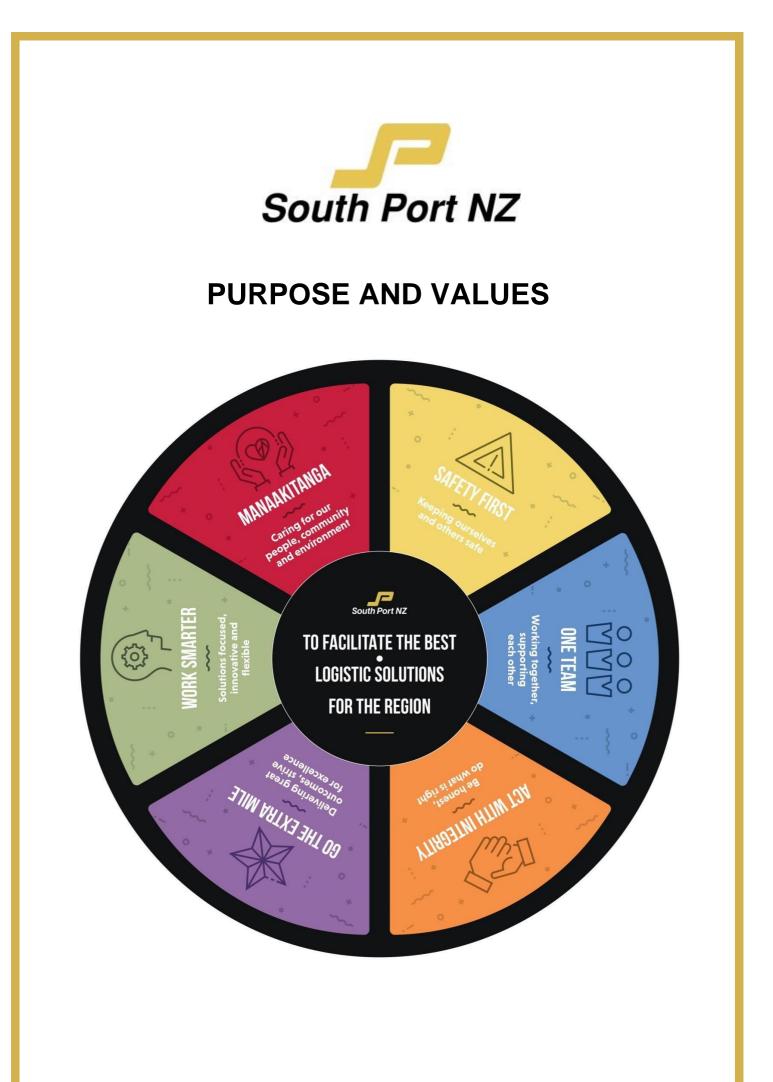


POSITION DESCRIPTION

FLEET MAINTENANCE SUPERVISOR

[JANUARY 2022]





FLEET MAINTENANCE SUPERVISOR [JANUARY 2022]

Reports to:

Container Manager

Division:

Container Terminal

Direct Reports:

Fleet Maintenance Crane Operators (3)

Purpose:

To lead and co-ordinate the safe and efficient maintenance of the Port's mobile fleet to maximise operational uptime, safety of operation, and to produce improvement in asset reliability and cost. Also drive day to day and long term strategic maintenance and reliability.

Main Responsibilities:

- Planning, prioritising and coordinating resources, machinery and people
- Solving daily and weekly technical, resource and logistical issues
- Delegating work to our fleet maintenance team
- Contractor management
- Driving health and safety improvements
- Internal audit and quality control
- Develop and implement best practise maintenance processes.
- Drive the culture of continuous improvement in fleet maintenance.

Qualifications, Skills and Experience

- Relevant heavy machinery trade qualification
- 5+ years post trade heavy equipment experience
- Large mobile plant experience and knowledge
- Excellent planning and organisational skills and attention to detail
- Ability to coach, mentor and develop a committed team
- Previous supervisory and contractor management experience
- Sound understanding of workplace health and safety requirements
- Strong record of achieving targets and improving procedures and systems

Location:

Island Harbour, Bluff



COMPETENCY		DEFINITION	MEASURE
1.	Maintenance Duties	 Maintain plant operational capabilities to maximum performance Respond to after hour call outs as required 	 Operational Uptime Limited Maintenance downtime Customer feedback Performance monitoring
2.	Plan, Organise, Resource, Supervise and Provide Quality Control for Work being Performed	 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 	 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	 Responsibility for Resourcing, Planning, Implementation and Quality Control 	 Projects completed on time Feedback to Container Manager
4.	 Ensure and Promote Health and Safety Performance: Reporting Training Environment Compliance with Safe work permitting procedures 	 Nil lost time incidents No repeat incidents Reporting all incidents Prompt follow up of corrective actions Staff trained tin best practise H&S Staff demonstrate safety consciousness and adequately trained in tasks undertaken. Contactors inducted and monitor their H&S performance. Maintain hazard register. Fleet is fit for purpose and is maintained and meets legislative requirements. 	 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	 Participate constructively in reviews Smooth co-ordination of activities 	Feedback

6. Maintain Information Flow	Reports on time, complete, accurate, concise	Feedback on quality of reportsAgreed deadlines met
	 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 	 Active and constructive participation Feedback from machinery operators. Maintain records of maintenance carried out by ensuring appropriate data is recorded.
7. Increase Efficiencies	 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 	 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
8. Develop input into Company, Department Vision and Goals	 Input into department Vision and Goals Make recommendations on major repairs, maintenance, and capital equipment to the Container Manager. Organise resources to achieve goals 	 Participation in Strategic Processes including setting objectives, budgets, purchasing new equipment and an efficient maintenance structure. Tactical Plan to achieve objectives
9. Leadership	 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. 	 Team morale Team performance Feedback from stakeholders.