

# Position Description



Position Title	<b>Maintenance Site Supervisor</b>
Position No	00046032
Delegation Level	008
Job Designation	Maintenance Site Supervisor (Facilities)
Organisational Unit	Facilities Maintenance - West
	Regional Assets
Work Centre	Mackay
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Leader
Shiftworker	No
Classification (Range)	ET4 .1 - ET4 .3
Pay Scale Type	Network Facilities
Reports to Position	Asset Supervisor - Central West

## QUEENSLAND RAIL VALUES:

1 Queensland Rail - We do better together  
Treat others with respect - We appreciate everyone's contributions and differences  
Empower our people - We have confidence in our people  
Act Safely - We work safe, to go home safe  
Make a positive difference - We learn from today, to improve tomorrow

## Position Purpose

To ensure Facilities meet their obligations to the Business Units in relation to the delivery of Asset Management by co-ordinating and supervising maintenance contracts, supervising day labour and providing relief to the Asset Supervisor as required.

## Position Responsibilities

1. Co-ordinate the sourcing, supervision and administration of external resources to carry out maintenance on QR's above rail assets as set out in the yearly work program and maintenance plans.
2. Carry out yearly Safety inspections and Residential Tenancy Agreement (RTA) inspections on assets as directed by the Asset Supervisor.
3. Supervise/monitor the work undertaken by Queensland Rail Facilities day labour in relation to Asset Management as directed by the Works Management Co-ordinator or the Asset Supervisor.
4. Undertake Root Cause Analysis on all asset failures/faults and provide feedback to Works Management Co-ordinator and Asset Supervisor.
5. Undertake maintenance work, as directed by the Works Management Co-ordinator or Asset Supervisor, on assets that is consistent with the identified skills or trade background of the appointee.
6. Negotiate the use of Queensland Rail day labour with the Works Management Co-ordinator or Asset Supervisor to deliver the yearly maintenance plans that is the responsibility of this position.
7. Assist the Work Management Co-ordinator and Asset Supervisor to build and maintain partnerships with local managers and supervisors in order to respond quickly to changes in requirements to the yearly work program and maintenance plans.

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## Additional Factors

The appointee will be required to :-

- Comply with Queensland Rail's Code of Conduct;
- Observe all legal and safety obligations of the organisation;
- Travel intrastate and interstate as required and throughout the District on a regular basis;
- Operate in an autonomous and self motivated manner;
- Undertake further training as required;
- Perform other duties, within their level of competence, as directed by their Supervisor.

## What is the key selection criteria

1. Substantial level of contract administration skills using recognised contract administration methodologies and co-ordinating several contracts and major tasks simultaneously.
2. Substantial knowledge of the building and construction industries, in relation to asset management and inspection, including relevant Acts, codes and regulations and Queensland Rail policy.
3. Substantial problem solving, analytical and decision making skills.
4. Sound leadership, communication, interpersonal and negotiation skills.
5. Sound level of skill in use of computer applications including Microsoft Outlook, Excel and Word.
6. Knowledge of and willingness to commit to and work within Queensland Rail's Values and Behaviours.

## Pre-employment Checks:

Not Applicable

## Pre-employment Qualifications:

### What qualifications do I need to hold prior to applying for the position?:

20300281 Nat Drv Lic C (Qld A < 09.04.96)

40011990 G\_Building & Const Trade Qualified

## Health, Safety and Environment Responsibilities

Comply with the overarching document called Health, Safety and Environment Responsibilities MD-11-6843 located in the Safety and Environment Management System.

## Personal Protective Equipment needs:

Refer to relevant business instructions.

## Safety Publications

Refer to relevant business instructions.

### Please Note:

Queensland Rail has a random alcohol and other drug testing program.  
Testing can occur anywhere, at any time, on any day.