

# Position Description



Position Title	<b>Site Maintainer</b>
Position No	00049016
Delegation Level	007
Job Designation	Site Maintainer
Organisational Unit	Site Services SEQ Operations
Work Centre	Mayne
Position Type	Permanent
Rail Safety Worker	No
Medical Fitness Standard	Refer to relevant business instructions.
Performance Plan Type	Team Member - CEMP
Shiftworker	No
Classification (Range)	ET1 .3 - ET1 .4
Pay Scale Type	RStock Maintenance
Reports to Position	Site Services Operations Lead

## 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

Operate, monitor, record and service wastewater treatment facility in accordance with site Environmental Licence and local work instructions.

Monitor and service site stormwater outlets, waste storage areas and action site environmental incidents in accordance with Queensland Rail standards and Environmental Protection Agency (EPA) Regulations.

Perform cleaning of depot facilities and co-ordinate waste removal from the site and assist Trade staff as required.

## Position Responsibilities

1. Operate and maintain site wastewater treatment facility, effectively and efficiently as specified in operation manual so as the quality of discharge water complies with the EPA Site Environmental Licence. Climb ladders, mix chemicals, monitor and adjust control valves, switches and test water quality. Work autonomously and report any anomalies associated with daily work tasks and/or the running of the wastewater treatment facility.
2. Accurately document control panel readings, perform water sampling, record meter readings, complete task sheets and perform basic maintenance tasks. Communicate effectively by writing, phone or in person to staff, management and waste transport contractors. Perform basic mathematical calculations, follow verbal and written directions and scheduled work tasks.
3. Assist trade staff in maintenance tasks and perform minor maintenance tasks as directed. Enter confined spaces while adhering to all health and safety requirements and training guidelines.
4. Service and clean waste oil containers and storage areas. Manage waste oil collection and decanting and prepare containers for



disposal by rinsing and/or steam cleaning in accordance with QR waste disposal and EPA guidelines. Arrange for the disposal of waste products and ensure waste tracking transport certificates are completed before waste is removed from the site. Ensure that waste transport certificates are sent to Site Environmental Officer as soon as practical.

5. Service, clean and clear debris from shed pits, floors, roads, trade waste and stormwater drains. Operate power driven vehicles and high pressure cleaning equipment. Control vegetation growth by use of brush-cutter as and where directed. Collect and dispose of litter, broken boxes and pallets as required. Clean hand basins and empty paper bins as required. Prepare and organise disposal/collection of oil containers and batteries.

### **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;
- Be prepared to work shift work;
- Be prepared to work a rostering methodology developed within the EA/Award guidelines. (5 in 7, 10 in 14, extended shifts etc);
- Be prepared to travel in the area covered by the Mayne Maintenance Depot and Normanby Car Wash as required;
- Be trained and work in accordance with the Site Environmental Management Plan (Mayne Complex);

The appointee may be required to:-

- Be called in after hours;
- Attend training and re-skilling at a location other than their home depot.

The employee will be required to successfully complete the following courses to progress from ET1.3 to ET1.4:-

- Confined Space and Working Safely at Heights;
- Workplace First Aid Level 1 (CPR);
- Certificate II in Engineering plus Transport and Distribution Certificate II competencies TDTB3001A and TDTF297A;
- Waste Water Treatment Plant Operator for QRP staff at Mayne;
- Forklift Licence.

Applicants will also be expected to undertake a position specific medical assessment and basic literacy and numeracy testing as part of the selection process.

### **What is the key selection criteria**

1. Substantial knowledge of the operation, maintenance and water quality testing requirements of wastewater treatment facility, oil water separators and confined space entry and egress requirements.
2. Sound knowledge of QR's and EPA waste management requirements, including handling, storage, disposal, reporting and record keeping.
3. Sound level of literacy and numeracy, oral and interpersonal communication skills aligned to wastewater treatment facility while working autonomously and harmoniously within a team environment.
4. Sound level of skill in labouring, cleaning, performance of basic maintenance while using hand tools and operating of power driven

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- cleaning equipment and motorised vehicles.
5. Sound knowledge of QR's Safety Management System, Workplace Health and Safety and Environmental policy.
  6. Knowledge of and willingness to commit to and work within QR's Values and Behaviours.

## **Pre-employment Checks:**

Not Applicable

## **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.