

Position Description



Position Title	Structures Maintenance Supervisor
Position No	00014828
Delegation Level	006
Job Designation	Structures Mtce Supervisor Lvl 3
Organisational Unit	Mareeba Structures Team
	Regional Assets
Work Centre	Mareeba
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Lead Others
Shiftworker	No
Classification (Range)	CI3 .3 - CI3 .5
Pay Scale Type	Network Maintenance
Reports to Position	Asset Mtce Coord (Tlands)

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 effectively manage and co-ordinate the allocation and deployment of resources within the area of responsibility including personnel, vehicles, equipment and inventory to deliver safe, cost effective and timely bridge and structures maintenance on behalf of Queensland Rail.

To supply and manage information as required to support the effective and efficient management of structures infrastructure within the area of responsibility.

Position Responsibilities

1. Provide effective and efficient management of the workgroup's resources and activities to meet defined work programmes and support the achievement of structures availability and condition targets. Conduct audits of completed work, arrange emergency response and, impose, modify, remove, review and report on speed restrictions as required.
2. Prepare and co-ordinate daily, weekly and monthly work programmes to ensure a high level of structures asset availability in a cost efficient and timely manner, including planning for the on-time availability of labour, material and plant resources. Support the development for long term plans for allocated resources.
3. Assist in the management of training, development, performance, succession planning, the Civil Infrastructure Competency System and recruitment for staff reporting directly or indirectly to the position in accordance with Queensland Rail's standards, specifications, procedures and legislative requirements to ensure the labour resource is suitably skilled to effectively and efficiently support delivery of the required services and is provided with clear direction on expected behaviours and output.

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4. Assist in the management of costs for labour, inventory, consumables, plant, equipment and other assets to achieve delivery of the right service at minimum cost. Assist with budget preparation and monitoring including detailed cost estimates and to ensure accurate and timely cost capture.
5. Monitor structures related Key Performance Indicators (KPI) and defects reports for areas of responsibility and arrange actions and/or modify plans as appropriate to ensure that performance targets are achieved.
6. Actively promote safe behaviour, implement strategies to minimise the risk of injury or loss and ensure compliance with policies, standards and legislative requirements and monitor performance to support achievement of safety and environmental performance targets.
7. Manage allocated inventory, plant, equipment, motor vehicles and depots to achieve required availability and minimum asset costs through optimisation of ownership, external hire, utilisation and maintenance and ensure compliance with related Queensland Rail policies, standards and specifications.
8. Provide accurate, timely and up to date information, both electronic and hard copy, to support the production of management reports such as structures condition reports, speed restriction reports and activity costing reports, and efficiently retrieve data as necessary to effectively perform the duties of the position. Supervise and conduct administrative tasks required to meet financial and progress reporting requirements and support meetings and other management processes as necessary.

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;
- Camp away as required;
- Travel intrastate as required;
- Operate in a semi-autonomous and self motivated manner within broad guidelines being given by the Structures Operations Co-ordinator;
- Undertake further supervisory/management/technical training as required;
- Be available for call outs outside of normal working hours and to be available for emergency response;
- Arrange and carry out structures inspections and audits as required;
- Perform all other duties, within their level of competence, as directed by their supervisor.

What is the key selection criteria

1. Substantial knowledge of bridge and structures construction and maintenance standards, systems, processes and associated costs.
2. Substantial level of skills in prioritising, planning, programming and resource management of structures maintenance activities.
3. Substantial leadership, communication, people management, industrial relations and negotiation skills.
4. Substantial level of skill in estimation, breakdown and apportionment of costs and budget monitoring and cost control techniques.
5. Substantial level of skill in the implementation of Queensland Rail's Zero harm philosophy in line with Workplace Health and Safety and Environmental Management policies including effective use of loss

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control techniques.

6. Sound level of skills in use of Queensland Rail and Network computer applications including SAP R3, MS Excel, MS Word, MS Outlook and Integrated Quality Management System (IQMS).
7. Knowledge of and willingness to commit to and work within Queensland Rail'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

QR Electrification Safety Booklet

QR Weekly Notice

Your Health (Newsletter)

C.E.O.'s Safety Statement

C.E.O.'s General Safety Rules

Please Note:

Queensland Rail has a random alcohol and other drug testing program.

Testing can occur anywhere, at any time, on any day.