

# Position Description



|                          |                                                    |
|--------------------------|----------------------------------------------------|
| Position Title           | <b>Plant Maintenance Planner - Electrical</b>      |
| Position No              | 00064602                                           |
| Delegation Level         | 006                                                |
| Job Designation          | Plant Maintenance Planner                          |
| Organisational Unit      | Plant Maintenance - TWBA & Roma<br>Regional Assets |
| Work Centre              | Toowoomba                                          |
| Position Type            | Permanent                                          |
| Rail Safety Worker       | Yes                                                |
| Medical Fitness Standard | NHS Cat 3 ATTP                                     |
| Performance Plan Type    | Team Member/Tech Prof                              |
| Shiftworker              | No                                                 |
| Classification (Range)   | ET4 ELA .1 - ET4 ELA .4                            |
| Pay Scale Type           | Network Construction                               |
| Reports to Position      | Plant Maintenance Coordinator - Elect              |

## 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 plan and implement all planned plant maintenance activities and maintenance services by planning, managing resources and scheduling work within relevant timeframes to provide reliable plant and equipment for Queensland Rail to enable the provision of a reliable and safe rail service and ensure customer objectives are met.

## Position Responsibilities

1. Prepare, plan and implement work programs using Queensland Rail's computer based systems to provide a high level of plant maintenance services, including capturing plant histories and other relevant maintenance information, to meet work priorities, customer and business requirements.
2. Ensure regular plant inspections are conducted in accordance with relevant standards and systems.
3. Source and provide technical information and advice on all aspects of Plant Maintenance, and communicate workplace tasks to plant maintenance tradespersons.
4. Source and purchase spare parts and manage inventory stocks and free stock to ensure timely repairs and maintenance can be carried out in the most efficient manner possible.
5. Co-ordinate and negotiate with other groups, teams, work groups and external suppliers to provide effective work programs and develop harmonious working relationships through regular consultation and negotiation.
6. Assist the manager/supervisor to manage expenditure to achieve an effective and cost efficient plant maintenance service and provide input into the development of budget forecasts.
7. Lead and manage continuous improvement of all work processes by staying in touch with new technology and new work practices and

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sharing this knowledge with the work group.

## **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;

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

1. Extensive knowledge of Queensland Rail's safety and environmental management system and strategies to use when planning and programming plant maintenance work to ensure Queensland Rail's safety and environmental obligations are achieved.
2. High level of skill in planning, programming and resource management of the day to day operation of a Plant Maintenance Depot, to achieve operational goals.
3. Substantial knowledge of plant fleet maintenance standards, system and process including the operation and maintenance of plant and equipment to improve reliability and availability and ensure customer needs are met.
4. Substantial analytical and problem solving skills for use in machine repair and improvement, processes and system change and staff development.
5. Substantial interpersonal, leadership and people management skills to deal with all levels within the organisation and external suppliers.
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)

40010051 G\_Electrical Mechanic Licence

## **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:**

Head and Face protection  
Eye Protection  
Hearing Protection  
Hand Protection  
Leather clothing  
High Visibility Clothing  
Safety Footwear  
Sunscreen SPF 15+

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## **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.