

Position Description



Position Title	Asset Maintenance Coordinator
Position No	00089659
Delegation Level	005
Job Designation	Asset Maintenance Coordinator
Organisational Unit	Asset Maintenance - West Regional Assets
Work Centre	Townsville
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member - PPR
Shiftworker	No
Classification (Range)	AS7 .1 - AS7 .4
Pay Scale Type	ASPT
Reports to Position	Regional Asset Manager - 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 effectively lead and coordinate the allocation and deployment of resources to deliver operational and capital works packages. Form part of an integrated planning team, responsible for ensuring all assets are maintained to a fit for purpose state through the implementation of safe, reliable and affordable rail based solutions.

Position Responsibilities

1. Manage installation, maintenance and renewal activities within acceptable risk level and meeting or exceeding customer expectations.
2. Coordinate and direct work teams and contractors to achieve desired business outcomes while achieving safety, environmental and customer performance targets.
3. Provide effective and efficient coordination of required resources to meet defined work schedules to support the achievement of asset availability and condition targets.
4. Provide expert operational advice to the Asset Manager and Asset Planning Coordinator for the strategic development of Asset Management Plans, corridor plans, schedules and project submissions including feedback on asset reliability and opportunities for improvement.
5. Coach and manage staff training, development, performance, succession planning and recruitment in accordance with standards, specifications, procedures and legislative requirements to ensure the labour resource is suitably skilled to effectively and efficiently deliver asset management services to meet customer expectations.
6. Achieve financial targets through effective management of costs for labour, inventory, consumables, plant, equipment and other assets which deliver the right service at agreed cost; Implement effective cost control measures to manage this outcome.

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7. Build and maintain excellent relationships with key internal and external stakeholders through regular consultation and negotiation.
8. Contribute to the development and implementation of process improvements and ensure compliance with asset management standards and associated performance measures.

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. High level of skill in the delivery of best practice maintenance services for the assets associated with an operating railway.
2. High level of skill in the coordination and deployment of resources to achieve business outcomes.
3. High level of leadership, communication, people management, influencing and negotiation skills.
4. High level of knowledge of rail infrastructure maintenance operations and standards, including safety and safeworking requirements.
5. High level of conceptual, analytical and problem solving skills.
6. High level of skill in the implementation of change management strategies to assist the business.
7. High level of financial management skills to enable achievement of the financial performance of the area while remaining customer focused and driven to improve business results.
8. 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

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.