

Position Description



Position Title	Plant Maintenance Planner - Mechanical
Position No	00064601
Delegation Level	007
Job Designation	Plant Maintenance Planner
Organisational Unit	Equipment Maintenance Services Supply Chain South
Work Centre	Toowoomba
Position Type	Permanent
Rail Safety Worker	Yes
Medical Fitness Standard	NHS Cat 3 ATTP
Performance Plan Type	Team Member/Tech Prof
Base Hours (Fortnight)	76.00
Shiftworker	No
Classification (Range)	ET4 .1 - ET4 .4
Pay Scale Type	Network Construction
Reports to Position	Resurfacing & Plant Delivery Manager

QUEENSLAND RAIL VALUES:

1 Queensland Rail - Be One, Proud and Focused
Treat each other with Respect - Be Open, Honest and Supportive
Enjoy what we do - Be Positive, Involved and Enthusiastic
Act Safely - Be Aware, Prepared and Accountable
Make a difference - Be Innovative, Adaptable and Resourceful

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

Position Description



staying in touch with new technology and new work practices and 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

Mandatory Qualifications (If not already held, I will gain these when in position)

40007588	All Aboard
30000908	Safely Access the Rail Corridor (QNRP)
40006426	Apply Fatigue Management Strategies
40001627	Building Emergency Procedures
40010410	Safety Comes First Always Workshop
40009729	Delivering a Pre-Start Briefing Network
40008657	NHS Cat 3 ATTP
40009807	G_Working Safely in the Construction Ind
00005578	MEM40105 Certificate IV in Engineering

Enterprise Qualifications (If not already held, I will gain these when in position)

40009601	Code of Conduct Refresher
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Work Group Qualifications (If not already held, I will gain these when in position)

30000912	Communications (QNRP)
30000910	Lookout Working (QNRP)
30000958	Protection Off 1 (QNRP) Monitor 12mth
30000941	Protection Officer 1 (QNRP)
40008162	Operate Elevating Work Platform
40003802	Provide CPR 12 Mths
40003803	Provide First Aid
40011637	HRWL DG - Dogger

Position Description



40011638 HRWL LF - Forklift Truck
20300290 Nat Drv Lic HR (Qld C,D or DV <9.4.96)
40011513 G_Load/Unload Goods/Cargo
40010953 G_Operate Veh Mounted crane <10 tonnes
40011537 G_Secure Cargo
40010951 G_Working Safely at Heights

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.