

Position Description		
Position Title: Asset Maintenance Planner	Location: Launceston – state-wide focus	Water Award Classification: 7
Reports To: Manager, Asset Management & Maintenance Planning	Direct Reports: None	
Primary Objective		
<p>The Asset Maintenance Planner position is an integral part of Tasmanian Irrigation’s (TI) asset management strategy. The position is responsible for the assessment, planning, scheduling and coordination of maintenance activities across our asset network whilst ensuring works can be completed in the most efficient and cost effective manner possible.</p> <p>Working closely with the Manager, Asset Management & Maintenance Planning, Scheme Operators and other internal and external stakeholders, the Asset Maintenance Planner is a dynamic role that will include the implementation, roll-out and ongoing management of the TI computerised maintenance management system (TechOne).</p> <p>This role will be focused on customer driven outcomes by supporting the safe, reliable and efficient operation of TI assets.</p>		
Key Roles and Responsibilities		
<ul style="list-style-type: none">• Master asset data control within the CMMS (TechOne).• Implementation & administration of the CMMS.• Creation of preventative maintenance plans and schedules within the CMMS.• Detailed planning and scheduling of maintenance activities across all schemes.• In-field inspection of assets to assist scheme operators with fault finding and maintenance scope development.• In-field inspection of assets to assess asset condition.• Review and prioritise maintenance work requests.• Identify required equipment, parts, resources, tools, technical information and OHS requirements to allow maintenance works to be implemented to the most efficient level.• Maintenance cost forecasting and budgeting.• Coordination of maintenance activities (both internal and external resources), including field supervision where required.• Produce shutdown plans for major works.• Support the ongoing development of the TI Asset Management culture and strategy.• Ensure a high level of communication with Scheme Operators and the broader Water Delivery group.• Ensure accurate maintenance records are maintained.• Identify and implement cost improvement opportunities.• Review standard maintenance practices and procedures for improvement.• Assist operations personnel with minor maintenance tasks where required.		

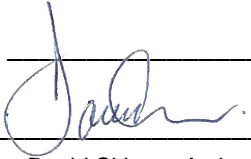
Workplace Health & Safety	
<ul style="list-style-type: none"> Be responsible for own health and safety (including mental health) and the health and safety of others. Actively promote workplace health and safety. Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements. Be aware of and promote fire and emergency procedures. Ensure all workplace health and safety related policies and procedures are always upheld, and abide by all workplace health and safety directives, including complying with safe work practices including utilisation of personal protective equipment and clothing. 	
Organisational Environment	
<ul style="list-style-type: none"> Work with all employees to proactively maintain a positive, enduring culture and work environment. Act with integrity and fairness in dealings with internal and external stakeholders. Ensure all work carried out retains its simplicity while being of the highest standard. Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results. 	
Selection Criteria	
Essential	Desirable
Trade, Engineering or Technical qualification – Mechanical & or Electrical/Control background	Minimum of 2 years' experience in a similar role
Demonstrated experience in an operational and maintenance work environment	Experience in the water / irrigation sector
Demonstrated experience in working with Asset Management Software and Systems	Experience in using the TechOne CMMS or similar systems
Demonstrated fault finding, problem solving and analytical skills with the ability to interrogate information and provide technical guidance for planning and scheduling purposes	Experience with field work and supervision of internal and external resources
Proficient computer literacy skills, particularly the Microsoft office suite	Experience with condition monitoring and condition based maintenance activities on mechanical and electrical assets
High level written and verbal communication skills with the ability to build productive long term relationships with various stakeholders	Experience with maintenance of mechanical and or electrical infrastructure
Ability to work autonomously in a self-directed manner	Hands on approach to identifying maintenance requirements and assisting with defect resolution
Commitment to safety and wellbeing of self and others	
Hold a current 'C Class' Drivers licence	
Attributes in alignment with TI Level 7 role capabilities (refer table on page 4)	
Working Conditions	
This role is a state-wide role based in our Launceston office. This role will involve travel around the state and occasional out of hours work.	

Physical Requirements
<p>This role will involve both office and field work and there will be significant driving involved in varied conditions so the ability to drive in variable weather conditions will be required. Maintenance of a valid driver's licence is mandatory. This role will involve inspecting work sites, which can include the requirement to walk long distances and will involve out of hours meetings and monitoring of events from time to time. Occasional involvement in execution of minor maintenance tasks may be required subject to the successful applicants skills and capabilities.</p>
Key Working Relationships
<p>Internally this position works with / or as:</p> <ul style="list-style-type: none"> • A member of the Technical Support Services team and as such must work across the whole organisation • Technical support services staff • Manager, Asset Management & Maintenance Planning • Water Delivery Team Leaders, Scheme Operators and General Manager • Power Station and Electrical O&M lead • Finance and Corporate services <p>Externally key working relationships are with:</p> <ul style="list-style-type: none"> • External contractors, service providers and suppliers of products • External consultants
Performance Criteria
<p>Perform in alignment with TI Level 7 role capabilities (refer table on page 4).</p>

Verification:

We certify that the content of this position description is accurate:

Position Holder: _____ / /

CEO :  _____ 18 / 02 / 2021

David Skipper Acting CEO

TI capabilities at level 7

Communicates with Influence	Cultivates Productive Working Relationships	Shapes Strategic Thinking	Exemplifies personal drive and integrity	Achieves Results
<ul style="list-style-type: none"> •Communicates clearly, listens •Understands and Adapts to Audience •Negotiates Persuasively 	<ul style="list-style-type: none"> •Nurtures Internal and External Relationships •Facilitates Cooperation and Partnerships •Values Individual Differences and Diversity •Guides, Mentors and Develops People 	<ul style="list-style-type: none"> •Inspires a sense of purpose and direction •Focuses strategically •Harnesses Information and Opportunities •Shows Judgement, Intelligence and Common Sense 	<ul style="list-style-type: none"> •Demonstrates professionalism and probity. •Engages with risk and shows personal courage, commits to action, •Displays resilience and adaptability •Demonstrates self-awareness and commitment to personal development. 	<ul style="list-style-type: none"> •Builds Organisational Capability and responsiveness •Harnesses professional Expertise •Steers and Implements Change and Deals with Uncertainty •Ensure Closure and Delivers on Intended Results.
Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors	Behavioural Descriptors
<ul style="list-style-type: none"> •Listens actively to ensure views and information are properly exchanged. •Keeps people up to date and fully informed of any changes to the original communication or plan. •Uses and adapts style to the needs of the audience. •Establishes credibility and approaches negotiations persuasively. •Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals. •Allows for genuine contest of ideas and pulls disparate views into a coherent position, and finds common ground to 	<ul style="list-style-type: none"> •Nurtures internal and external relationships. •Responds to others in a respectful and appropriate manner. •Supports the development of a work environment where people work together and value collaboration and teamwork. •Supports and respects the individuality of others and recognises the benefits of diversity. •Seeks assistance when necessary and provides the same to others. •Recognises different skill areas and levels of expertise. •Works effectively across and throughout TI, sharing information to others as needed and required. 	<ul style="list-style-type: none"> •Contributes to, shapes the organisation's vision and goals. •Contributes to the team planning. •Thinks about problems from different perspectives. •Keeps abreast of technical changes relating to their functional area. •Critically evaluates information before applying intellect and experience to the final judgement. •Seeks to acquire appropriate expert knowledge and is open to new information and different perspectives. •Thinks through problems from various viewpoints and analyses them objectively. •Grasps complexity and identifies issues that tend to be overlooked by others. 	<ul style="list-style-type: none"> •Adheres to and promotes Tas Irrigation Values. •Takes responsibility for getting things done. •Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills. •Willing to speak up about issues or recognise good work. •Prepared to ask for help. •Implements policies based on TI decisions. •Is independently minded and willing to challenge ideas and confront issues. •Is prepared to acknowledge when in the wrong. •Readily invests extra effort and initiative into progressing work. •Values continuing learning and development. 	<ul style="list-style-type: none"> •Works across the organisation to achieve agreed outcomes and results. •Takes advantage of information technology, share ideas and intentions. •Helps to establish systems and processes. •Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills. •Works across organisational boundaries. •Ensures relevant professional input from others is obtained and shared. •Responds flexibly to stakeholder requirements and changing circumstances as they arise.

<p>facilitate agreement and acceptance of mutually beneficial solutions.</p> <ul style="list-style-type: none"> •Produces user-friendly verbal and written communication. •Creates opportunities to listen to those whose input can add value. 	<ul style="list-style-type: none"> •Models commitment to customer service and delivery. •Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen. •Builds relationship with key people within the organisation. Understands when it is appropriate to confront issues and takes actions to deal with difficult performance situation. 		<ul style="list-style-type: none"> •Deals resiliently with work pressures and negative criticism by maintaining an optimistic outlook and developing and applying effective wellbeing strategies. 	<ul style="list-style-type: none"> •Uses the advantages offered by information technology.
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