

Position: Maintenance Specialist

Reporting To: Lead/Senior Maintenance Consultant

Salary Band: 2

Role:

The Maintenance Specialist is responsible for the collation, development and implementation of CMMS master data in a timely and cost efficient manner and in alignment with the client / project requirements.

In addition, the Maintenance Specialist will provide technical knowledge into the project. The role requires effective communication at all levels both within and external to the organisation including business development.

Direct Reports:

- None

Major Duties and Responsibilities:

Key Accountabilities	Key Results
Technical Requirements	<ul style="list-style-type: none"> • Understanding of the following Asset Management processes: <ul style="list-style-type: none"> • Asset register development • Criticality Analysis • Maintenance program development • Work Instruction development • Spares parts identification and assessment • Data migration to client CMMS • Technical Knowledge of CMMS Master Data requirements in the following areas: <ul style="list-style-type: none"> • Asset register/functional locations • Maintenance plans/schedules • Materials management • Technical data • Work Instructions/procedures
	<ul style="list-style-type: none"> • Knowledge of O&M documentation required to support operations and maintenance: <ul style="list-style-type: none"> • Validation and collation of vendor/supplier O&M documentation. • Development of plant lubrication schedules.

Project Administration	<ul style="list-style-type: none"> Assist in the development of project CTR, resource plan, budgets, and performance metrics. Contribute to project progress reporting. Ensure that project deliverables comply with the applicable Australian standards and SUPL business management processes.
Resource Supervision	<ul style="list-style-type: none"> N/A
Client Interface	<ul style="list-style-type: none"> Demonstrate a professional manner when dealing with clients e.g. courtesy, respect and constructive communications. Identify business opportunities and promote company capabilities.
Corporate Responsibilities	<ul style="list-style-type: none"> Demonstrate commitment to the Health, Environment & Safety (HES) objectives of SUPL. Demonstrate commitment to the SUPL quality philosophy and the procedures contained in the Business Management System (BMS). Promotion and support of SUPL as an employer of choice by upholding the key SUPL values of Teamwork, Respect, Ethics, Equal Opportunity and Innovation.

Authority Levels:

- None

Qualifications, Skills and Experience:

Essential	Desirable
<p>Qualifications / Training</p> <ul style="list-style-type: none"> Relevant vocational experience or trade qualifications. 	<ul style="list-style-type: none"> CMMS systems administrator. Maintenance planning. Discipline Technicians (Mech, Inst, Elec).
<p>Skills</p> <ul style="list-style-type: none"> Proficient computer skills with Microsoft Access, Excel and Word software packages. 	<ul style="list-style-type: none"> Sound written and verbal communication skills.
<p>Experience</p> <ul style="list-style-type: none"> Minimum of 2 years related experience in CMMS master data management. 	<ul style="list-style-type: none"> 5 years related experience in CMMS master data management. Proficiency in SAP, Ellipse, Maximo or other common CMMS systems.

Prepared by: Jonathan Harvey **Date:** April 2008

Approved by: Ian Ashenhurst **Date:** April 2008