

**Position:** Maintenance Consultant

**Reporting To:** Senior Maintenance Consultant

**Salary Band:** 3

**Role:**

The Maintenance Consultant is responsible for the development and implementation of quality Asset Management Services provided in a timely and cost efficient manner.

In addition, the Maintenance Consultant will contribute to the management of projects and provide technical knowledge into the project. The role requires effective communication at all levels.

**Direct Reports:**

- None

**Major Duties and Responsibilities:**

Key Accountabilities	Key Results
<b><i>Technical Requirements</i></b>	<ul style="list-style-type: none"> <li>• Ability to complete projects in the following areas of Asset Management within an agreed timeframe:               <ul style="list-style-type: none"> <li>• Asset Register Development</li> <li>• Criticality Matrix</li> <li>• FMEA Studies</li> <li>• RCM Studies</li> <li>• Work Instruction Development</li> <li>• Spares Parts Identification and Assessment</li> <li>• Data Migration to Client CMMS</li> <li>• Lubrication Schedules and Lubrication Work Instructions</li> <li>• Validation of Vendor Operations and Maintenance Manuals</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Ability to complete projects in the following areas of Asset Management with assistance from a Senior Consultant:               <ul style="list-style-type: none"> <li>• Gap Analysis</li> <li>• Root Cause Analysis (RCA)</li> <li>• Life Cycle Costing (LCC)</li> <li>• Reliability Availability Maintainability (RAM) Modelling</li> <li>• Criticality Assessment</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Awareness of one or more the following specialised fields:               <ul style="list-style-type: none"> <li>• Risk Based Inspection (RBI)</li> <li>• Safety Integrity Levels (SIL)</li> </ul> </li> </ul>

<b><i>Project Administration</i></b>	<ul style="list-style-type: none"> <li>• Assist in the development Technical Queries and Variations.</li> <li>• Assist in the development of project CTR, resource plans, budgets, and performance metrics.</li> <li>• Contribute to project progress reporting.</li> <li>• Ensure that project deliverables comply with the applicable Client Standards, Australian Standards and SUPL Business Management Processes.</li> </ul>
<b><i>Resource Supervision</i></b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b><i>Client Interface</i></b>	<ul style="list-style-type: none"> <li>• Demonstrate a professional manner when dealing with clients e.g. courtesy, respect and constructive communications.</li> <li>• Identify business opportunities and promote company capabilities.</li> <li>• Present technical information to a client.</li> <li>• Facilitate technical sessions with a client.</li> </ul>
<b><i>Corporate Responsibilities</i></b>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to the Health, Safety &amp; Environment (HSE) objectives of SUPL.</li> <li>• Demonstrate commitment to the SUPL quality philosophy and the procedures contained in the Business Management System (BMS).</li> <li>• Promotion and support of SUPL as an employer of choice by upholding the key SUPL values of Teamwork, Respect, Ethics, Equal Opportunity and Innovation.</li> <li>• Demonstrate commitment to the SUPL Values.</li> </ul>

**Authority Levels:**

- Preparation of project deliverables prior to issue.

**Qualifications, Skills and Experience:**

<b>Essential</b>	<b>Desirable</b>
<p><b><i>Qualifications / Training</i></b></p> <ul style="list-style-type: none"> <li>• University Degree in Mechanical / Electrical Engineering (or equivalent) or Trade Qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate Diploma in Reliability Engineering, Maintenance Engineering or Asset Management</li> <li>• Asset Management Council Certification (Practitioner or higher)</li> </ul>
<p><b><i>Skills</i></b></p> <ul style="list-style-type: none"> <li>• Proficient computer skills with Microsoft Access, Excel, Powerpoint and Word software packages.</li> <li>• Sound written and verbal communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership of small teams.</li> <li>• Management of small projects.</li> </ul>

<ul style="list-style-type: none"> <li>• Workshop facilitation.</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years related experience in Asset Management.</li> <li>• Experience in Mining, Oil and Gas, Utilities or Mineral Processing Industries.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 to 10 years related experience in Asset Management.</li> <li>• Functional knowledge of CMMS packages.</li> </ul>

**Prepared by:** Ian Thompson      **Date:** March 2010

**Approved by:** Ian Ashenhurst      **Date:** March 2010