

POSITION TITLE: Asset Management – Asset Engineer

BUSINESS UNIT: National Operations

POSITION REPORTS TO: Manager, Assets

REPORTS TO THIS POSITION: Nil

RELATIONSHIPS

INTERNAL: Asset Engineers, Control Centre Team, Service Departments, Projects Department, Process Engineers, Maintenance Planners

EXTERNAL: Clients

POSITION PURPOSE

The Asset Engineer is accountable for the effective and efficient management of assigned assets, plant and equipment associated with Osmoflo. This includes the annual Deliverables required under ISO55000 for existing assets and integrating new assets into the O&M team. This includes ongoing development and refinement the Asset Management System and of MEX, Osmoflo’s CMMS and other system support mechanisms. The Asset Engineer role plays a key part of maintaining the Asset Management system to the requirements of IS50000 and participation in annual audits.

Function	Task description
<p>Project Planning and Management</p>	<ul style="list-style-type: none"> ▪ Implement and maintain Asset Management Systems including maintenance plans for all nominated Osmoflo Class 1 and 2A assets. ▪ Assist in the Project Management, development and implementation of Asset Management Plans and CMMS packages for existing and new plant and projects including upgrades. ▪ Assist in the preparation of work packs for significant campaign maintenance tasks including the procurement of long lead items and critical spares. ▪ Monitor and review spares philosophy for Assets and ensure appropriate Min/Max stock levels are in place. ▪ Maintain a schedule for and lead annual site visits and associated deliverables with routine reporting on progress. ▪ Assist in the development and maintenance of Asset Management plans including work instructions and life cycle cost forecasting to ISO55001 Standards.
	<ul style="list-style-type: none"> ▪ Act as a central point to receive, and organize a response to, critical system faults as well as any other applicable operational requirements.



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Risk and Quality Management	<ul style="list-style-type: none"> ▪ Record incidents, non-conformances and critical faults in QHSE to the SkyTrust incident reporting system. ▪ Complete paperwork and data entry effectively and contribute to monthly reporting. ▪ Manage the ISO 55001 Asset Management certification process to ensure that Osmoflo achieves and maintains its certification.
Analytical and Statistical Reporting	<ul style="list-style-type: none"> ▪ Identify trends and potential operating problems from plant data and report to the Regional staff for preventive action. ▪ Participate in the review, analysis and preparation of reports and charts on plant maintenance and asset management. ▪ Ensure the plant owners register is current and up-to-date. ▪ Attend client and Osmoflo team meetings and meet all written report deadlines.
Communication, Consultation & Collaboration	<ul style="list-style-type: none"> ▪ Ensure regular communication is maintained with the Manager, Assets. ▪ Maintain close liaison with the National Operations Manager, Service & Operation Managers (SOMs), Service Technicians (STs) on CMMS development activities, new plan rollouts, required team inputs and assistance and various KPI reporting. ▪ Provide efficient responses to customer emails, SMSs and phone enquiries. ▪ Act professionally at all times through all working relationships when representing Osmoflo. ▪ Refer customer feedback to Asset and Maintenance Manager as soon as reasonably practicable.
Training and Development	<ul style="list-style-type: none"> ▪ Participate in training and developing staff in the operation of Osmoflo's CMMS. ▪ Explain and mentor Operations personnel in Asset Management and Maintenance philosophies so a common understanding of priorities is achieved. ▪ Attend all nominated training programs.
Continuous Improvement	<ul style="list-style-type: none"> ▪ Contribute to a culture of innovation, by creating and seeking ways to develop innovative solutions which aid business growth. ▪ Participate in continuous improvement activities and programs across the organisation, in particular Lessons Learned and opportunities for improvement to ensure past project learnings are used. ▪ Working with others in the business, initiate and develop new ideas, contribute to continuous improvement initiatives aimed at QHSE, other internal processes, development and implementation of new ideas (processes, products, services), and improvement of Osmoflo's competitiveness and overall market recognition. ▪ Assist in the review of work processes and procedures and streamline them to assist with routine workflow. ▪ Actively participate in professional development



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Safety, Quality & Compliance	<ul style="list-style-type: none">▪ Encourage and foster a strong QHSE culture in the Team.▪ Ensure all activities are undertaken in a safe manner by understanding risks and hazards that may be exposed while performing your roles (safety in office, while travelling, at customer sites).▪ Ensure quality procedures directly related to the role are followed and participate in regular reviews, offering recommendations as required▪ Participate in the application of Osmoflo's QHSE Management System and adhere to associated policies /procedures
Other Accountabilities	<ul style="list-style-type: none">▪ Interact positively with the Operations and Technical Services teams to continuously improve operations and maintenance performance.▪ Contribute towards increasing Osmoflo's profitability and market share.▪ Liaise with all staff on an ongoing basis to ensure a high level of customer service.▪ Liaise with other areas of the business as circumstances dictate in order to resolve issues efficiently and effectively.▪ Offer suggestions and recommended changes to improve business and services.▪ Be prepared to fulfil any duties necessary that are peripheral to the role.▪ There maybe some travel requirements to sites for audits and reviews.



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POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none"> Engineering qualification or equivalent practical experience in maintenance planning. 	<ul style="list-style-type: none"> 2 years' experience working as part of an Operations team performing maintenance works.
Experience / Knowledge	<ul style="list-style-type: none"> Experience reading and interpreting Original Equipment Manufacturer (OEM) documentation and developing compliant maintenance activities in accordance with their recommendations. 5 Years' experience in a similar role Previous experience creating and maintaining a detailed maintenance plan(s) 	<ul style="list-style-type: none"> Experience working with MEX CMMS (or similar project planning software). Experience or knowledge of how to operate and maintain membrane plant. Experience or knowledge on the development and delivery of internal training to staff regarding Osmoflo's CMMS. Previous experience implementing ISO 55001 or similar accreditation standards
Skills / Abilities	<ul style="list-style-type: none"> Highly developed written and verbal communication skills and organisational skills. Interpersonal skills; an ability to relate with a diverse group of stakeholders and establish strong working relationships. Ability to take initiative, remain motivated and actively solve problems with minimal supervision. Ability to work collaboratively across a variety of multi-disciplinary teams. Ability to identify trends in data and implement practically Asset Management Detailed report writing Customer-centric focus with ability to reflect on mistakes and actively embraces opportunities for improvement. Willingness to travel intra/interstate as per relevant project requirements. Intermediate/Advance Level in Microsoft Office Suite of products 	<ul style="list-style-type: none"> Financial acumen Ability to act as a mentor and provide guidance to less experienced team members Ability to train and assess employees on the use of MEX, CMMS. Ability to adapt to changing circumstances and new technologies and have a positive attitude toward change. Maintenance planning Task scheduling
Licenses	<ul style="list-style-type: none"> Current Australian Driver's Licence. 	



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HEALTH, SAFETY, ENVIRONMENT AND QUALITY

Managers and Supervisors

Managers have a responsibility in their areas of control to ensure:

- Risks to people, property, the environment, products, and business reputation are identified and effectively controlled.
- Promotion of a risk aware culture in through:
 - Engaging in positive and proactive risk discussions with the workforce and our customers
 - Effective consultation, communication, and collaboration
 - Leading by example
 - Participation in the audit, inspection, and observation programs
 - Follow up and provide feedback on reported incidents, hazards, near misses, quality issues and suggestions for improvement.
- The workforce is competent for the tasks they undertake.
- Implementation of and compliance with the Osmoflo Integrated Management Systems policies and procedures
- Reporting and investigation of incidents, near misses, hazards, and non-conformances
- Monitor Performance and continuously improve processes, the work environment, and systems.
- Manage accountability fairly and justly.

All Employees (and Casuals/Contractors)

Everyone has the responsibility to protect their own safety and that of others, ensure the environment is not harmed, and that quality is maintained in our products and services.

Employees have responsibilities to:

- **O**bserve your tasks and environment:
 - Always be cautious, and understand the environment you are working in.
- **S**pot Hazards:
 - Identify the hazards in every task you do, and the work environment you are in.
 - If you see someone else doing something that may not be safe, discuss the hazards with them.
- **M**inimise risks:
 - Make sure you have the right tools and equipment.
 - Make sure you are competent for the tasks.
 - Make sure the risks are controlled before you start work.
- **O**bey rules, reasonable instructions, and procedures – comply with:
 - The Osmoflo Essential Rules for Life and Code of Conduct
 - Procedures, work instructions as they apply to your job.
 - Instructions provided to you by your supervisor or manager.
- **S**peak up if you are unsure:
 - You have the authority to stop work and escalate concerns to your supervisor if you believe a task is not safe, or if you see others working or behaving unsafely.
- **I**ncidents, near misses, hazards and quality issues must be reported:
 - Report any incidents, hazards, and quality issues to your supervisor
 - Participate in investigations as required.
- **S**uggest improvements:



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- If you think things can be improved to make things safer, more environmentally sound, or improve product quality, discuss with your supervisor, and raise an opportunity for improvement.

CORE VALUES

Agile

- We design and build solutions that are 'fit for purpose' going beyond our customers' expectations.
- We work in partnership with our customers actively seeking to understand their business and views; we anticipate and respond to their needs by providing tailored solutions that contribute to our mutual business success.
- We keep the big picture in mind balancing our customer and commercial needs.
- We are entrepreneurs, tackling new challenges, seeking out problems, finding ways to solve them and connecting our customers to all parts of our business.

Innovative

- We have a thirst for knowledge and support each other by openly and willingly seeking and sharing information and ideas across the business to create solutions and solve problems.
- We are creative and imaginative; we respond positively to new ideas and are prepared to move outside our comfort zones and take calculated risks.
- We use every project and assignment as an opportunity to learn something new and we actively invite constructive criticism on every area of the business to generate new ideas and creative approaches to our challenges.
- We learn from our mistakes, we don't blame, we actively encourage issues to be raised before problems arise.

Team-Oriented

- We treat one another with respect and communicate openly - creating value by working together within and across our businesses.
- We recognise that our strength and our competitive advantage is – and always will be – our people working together.
- We foster collaboration while maintaining individual accountability. We encourage the best ideas to surface from anywhere within the organisation. We appreciate the value of multiple perspectives and diverse expertise.
- We will continually learn and share ideas and knowledge. We will encourage cooperative efforts at every level and across all activities in our company.
- We are supportive of each other's efforts, loyal to one another, and care for each other both personally and professionally.

Committed

- We push ourselves and others to excel – we never walk away from a challenge or a difficult situation - we consistently complete our tasks and meet our deadlines.
- We understand what we need to do; we clearly define our objectives, prioritise our work and evaluate our progress to ensure we achieve our goals.
- We employ the right people who understand their roles, ask for and act on feedback from others and constantly re-evaluate their own skills and capabilities in order to progress their career goals.
- We have strong leadership who model our values, walk the talk, lead by example and recognise and reward the right behaviours.



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- We are a high performing workforce - a team - communicating, listening and supporting one another.

Quality-Driven

- We give value for money with appropriate solutions to meet and exceed our customers' expectations; minimising waste with efficient planning.
- As we grow and expand, we work to achieve a consistent approach, regularly reviewing completed tasks and projects to identify opportunities to improve.
- We think outside the scope of our own roles - working together to deliver high quality products and services to levels required by our customers.
- We understand what 'high quality' products and services mean for our customers and we work to achieve agreed expectations.

ACKNOWLEDGEMENT

- This position description represents the position as it is at present and is not intended to be an exhaustive list of all duties or responsibilities associated with the position.
- Osmoflo reserves the right to make changes to the content of this position description, including but not limited to duties, responsibilities and requirements of the role as circumstances and operational requirements dictate.

I have read, understand and agree to perform the duties set out in this position description:

Name

Signature

Date