

POSITION TITLE: Maintenance Planner – Operations & Maintenance

BUSINESS UNIT: National Operations & Maintenance

POSITION REPORTS TO: Asset and Maintenance Manager

REPORTS TO THIS POSITION: Nil

RELATIONSHIPS

INTERNAL: Maintenance Planners, Asset Engineer, Service Technicians and SOM's.

EXTERNAL: Applicable Service providers – typically routine external inspections.

POSITION PURPOSE

To provide ongoing assistance in the operational management, development, task scheduling and subsequent performance reporting of Osmoflo's Computer Maintenance Management System (CMMS) across both company and client owned assets and plant, inclusive of Rental assets.

Function	Task description
MRO Planning and Scheduling	<ul style="list-style-type: none"> Implement and maintain routine maintenance plans for assigned Class 1 and Class 2A assets. Plan and schedule plant specific maintenance plans and communicate to site personnel. Work order backlogs are communicated to site and work scheduled for completion. Provide assistance to site Service Technicians on effective use of Mex and use of work orders Review and update maintenance work instructions to reflect work order task activities. Assist in the Project Management, development and implementation of CMMS packages for Class 1 and 2A assets. Assist in the preparation of work packs for significant campaign maintenance tasks including the procurement of long lead items and critical spares. Provide regular reporting and contribute to monthly Maintenance Review Meetings. Monitor site performance to limit unnecessary incomplete scheduled work orders. Establish new sites in Mex by developing asset registers from site visits, P&ID's or client supplied information. Develop new or use existing PM's and assign to

Function	Task description
	relevant new assets.
Risk and Quality Management	<ul style="list-style-type: none"> Ensure all Osmoflo Asset and Plant statutory and legislative obligations (PM06) are managed within CMMS planning and closely monitor and manage close out of PM06 – Statutory work orders. Complete regular CMMS system reviews to ensure all considered asset risks are being effectively managed. Capture and record maintenance related incidents, create and link CMMS work order number and safety incident number.
Analytical and Statistical Reporting	<ul style="list-style-type: none"> Maintain data on each site on completion rates, critical work orders, PM06, CM work orders and so on and produce a report as part of standard monthly reporting. Participate in the review, analysis and preparation of reports and charts on plant maintenance and asset management as part of monthly meetings. Look for repeat problems affecting work order closeout rates and offer suggestions for improvement. Ensure Plant and Asset technical data, including OEM manuals, P&ID's, license registrations, etc. are maintained and kept up-to-date within the CMMS.
Communication and Consultation	<ul style="list-style-type: none"> Ensure effective written and verbal is maintained with Service Technicians. This includes a schedule review at the start, checkup during and close out conversation with site technicians at the end of the schedule. Maintain excellent working relationships with internal and external stakeholders. Provide input to equipment issues and preparation of maintenance bulletins as necessary.
Training and Development	<ul style="list-style-type: none"> Develop and maintain working ability with Mex to enable the performance of duties. Participate in training and developing end users (service technicians) and other planners in the operation of Mex (Osmoflo CMMS) Review and maintain a working knowledge of Osmoflo's Strategic Asset Management Plan (SAMP) and Asset Management Plans for Class 1 and 2 Assets.
Customer Service	<ul style="list-style-type: none"> Where required, contribute to customer monthly reports. Participate in troubleshooting of site problems with customers and AMT personnel. Professionally represent Osmoflo at all times and in all relationships
Other Accountabilities	<ul style="list-style-type: none"> Regular site visits to: - Develop understanding of sites Build relationships with site personnel. Complete Plant and Asset condition assessments



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	<ul style="list-style-type: none">Review and report on the overall effectiveness of maintenance being undertaken.Assist with asset condition inputs, including the reporting and scheduling of prompt corrective actions to any operational exceptions.Liaise with all other areas of the business to resolve issues efficiently and effectively.Be prepared to fulfil any duties necessary that are peripheral to your role, including providing part-time relief to other operating plants.

POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Training / Qualifications	<ul style="list-style-type: none">Experience in CMMS operationsTraining in Preventative Maintenance and PlanningCMMS training and awareness	<ul style="list-style-type: none">Conversant in ISO 55000Trade Qualification with lengthy post trade experience
Experience / Knowledge	<ul style="list-style-type: none">Ability to read and interpret equipment documentation and develop complying maintenance activities in accordance with the manufacturer's recommendations.Practical experience in maintenance delivery and planning (Effective use of work orders)Previous experience implementing or at least working with a Computer Maintenance Management System (or similar project planning software)Previous experience preparing preventative and routine maintenance schedules for Fixed Plant CapacityPrevious experience providing Asset & Maintenance reports.Previous experience implementing and maintaining maintenance plans.	<ul style="list-style-type: none">Hands-on operation and maintenance of membrane plantPrevious experience developing and deliver internal training to staff regarding CMMS or similar systems.Previous experience working with ISO 55001 accreditation standardPrevious remote site experience



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POSITION REQUIREMENTS / SELECTION CRITERIA		
	Essential	Desirable
Skills / Abilities	<ul style="list-style-type: none">Ability to work with a team to provide maintenance planning services to remote location water plants.Understanding of maintenance, and asset management practices.Provide mentoring and guidance to service technicians to improve their experience and improve the quality of data entry and closeouts of work ordersAbility to provide detailed analysis and reporting of maintenance activities.	
Licenses	<ul style="list-style-type: none">Current Australian Driver's LicenseConstruction White Card	
Other Requirements	<ul style="list-style-type: none">Willingness to travel intrastate and interstate to perform site works as required by position.	

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



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- 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:
 - 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.



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- 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.
- 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.



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- 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