

## Position Description

<b>Position title</b>	Maintenance Supervisor
<b>Job Status</b>	Permanent, full-time
<b>Location</b>	Emerald
<b>Reports to</b>	Operations Manager
<b>Remuneration</b>	Salary Range \$90,000 to \$105,00 commensurate with experience + superannuation

### The Company:

Fairbairn Irrigation Network Limited (FIN) is a locally owned company managing the distribution of up to 86,000 megalitres of water from the Fairbairn Dam to channel customers through an extensive irrigation supply and drainage network. FIN is responsible for the timely delivery of water used for irrigated crops, horticulture, and stock. These activities are essential for the prosperity of our local community.

### The Position:

The role of Maintenance Supervisor provides a range of services that contribute to the effective management of Fairbairn Irrigation Network's water supply scheme.

The Maintenance Supervisor will be responsible to ensure the efficient and effective delivery of all aspects of FIN's maintenance throughout the scheme including (but not limited to):

- Mechanical assets e.g., gates – manual and automated, valves, screens, pumps (relift).
- Electrical assets e.g., flowmeters, level sensors, solar systems.
- Plant e.g., Tractor (with slashers), Backhoe, Bobcat, truck, trailers and light vehicles.
- Civil assets e.g., earth water channels, drains and drainage structures and pipes.

### Position Responsibilities:

- Lead, motivate and mentor a small team, ensuring high quality work is performed, all safety procedures are followed, administrative tasks and technical standards are met.
- Plan, supervise and coordinate the preventative, corrective, emergency maintenance and renewals work for the water supply infrastructure, plant & machinery, and depot.
- Plan, supervise and coordinate Chemical Weed Control activities and ensure accurate records are maintained.
- Ensure all work is compliant with FIN's business management system standards, including quality, Work Health Safety, environmental and electrical compliance requirements.
- Participate in budgeting and costing for planned maintenance, renewals and capital works.
- Manage and maintain the CMMS (MEX) to ensure maintenance is planned and logged against FIN assets.
- Raise and issue work orders in accordance with agreed timeframes.

- Ensure preventative, corrective, and renewals of water supply infrastructure is undertaken in a timely manner to ensure minimal supply interruptions.
- Undertake and/or co-ordinate fault-finding and problem resolution in relation to equipment breakdown/malfunction, analysing and resolving operational problems, to ensure that supply interruptions resulting from equipment breakdowns/failures are minimised.
- Review and assess the performance and standard of the work of contractors and staff and discuss any performance issues including training and development with Operations Manager.
- Procure or request the procurement of goods and services as required to carry out the work, through the approved procurement process.
- Positively promote and actively role model the FIN's values and behaviours to support the delivery of our services.
- Promote and foster an engaged, inclusive workplace culture, whereby people's ideas are sought to promote workplace productivity, identify solutions to problems, improve safety and/or find ways to make peoples jobs more efficient and enjoyable.
- Actively manage risk in the workplace through the promotion of, and active identification and correction of workplace hazards. Take time to talk about safety and health with staff and perform safe task observations.
- Perform any other task assigned to you, as requested.

## Qualifications

### Essential:

- Previous experience in a similar role.
- Demonstrated leadership ability and commitment to safe working practices.
- Knowledge of Occupational, Health and Safety Act and application to the workplace.
- Strong communication and interpersonal skills with ability to prioritise work, meet deadlines and work effectively within a team environment.
- Ability to build and maintain strong working relationships through all levels of the organisation.
- Possession of 'C' class vehicle license.
- Office administration skills.
- Good Microsoft office/IT experience.
- Be physically fit to perform the manual task requirements of the position, including the ability to swim.

### Highly Preferable:

- Industry experience in water management.
- Experience with Chemical Use & ACDC Licence.
- Relevant trade certificate or proven mechanical knowledge.
- Knowledge of Computerised Maintenance Management System (CMMS)
- Possession of 'HR/HC/MC' class vehicle license

## Individual and Team Responsibilities

- Zero Harm operations to people, customers, business reputation, and environment.
- Meet, manage and exceed customer expectations.
- Innovate and drive cost out of the business through a process of continual improvement and business operating excellence.

## Employment Conditions

- Medical screening including drug & alcohol testing will be undertaken for the successful candidate as a pre-requisite to employment.
- Specific conditions relating to this position will be contained in an individual employment contract.

### *Values we Share*

- Customer Commitment - We listen and provide a customer focussed service.
- Safety - We embrace safety and our number one priority is safe staff, customers and community.
- Leadership - We look for solutions and improvements.
- Integrity - We act with honesty and do the right thing.
- Accountability - We own our actions.

### *Key Communications*

<i>Internal Stakeholders</i>	Participate collaboratively as a key member of the team. Provide concise and considered advice to the Operations Manager and deliver on FIN's purpose and values, to build a strong and united team.	Everyday
<i>External Stakeholders</i>	Work closely with customers and stakeholders to ensure service expectations are clearly communicated and met.	Everyday

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