



## TASMANIAN PORTS CORPORATION PTY LTD

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Assistant Site Coordinator
<b>REPORTS TO:</b>	Site Coordinator
<b>DIVISION:</b>	<b>GROWTH AND OPERATIONS</b>
<b>LOCATION:</b>	Bell Bay
<b>CONDITIONS:</b>	Permanent full-time (TasPorts Enterprise Agreement 2022 or its successor)

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#### **PURPOSE OF THE POSITION**

In conjunction with the Site Coordinator the purpose of this position is to provide effective supervision and allocation of relevant resources, management of specific maintenance projects and day to day asset maintenance (hands on), and management of wood chip ship loader/loading. This includes the administration functions associated with the role.

#### **KEY DUTIES**

- This is a senior trade position reporting directly to the Site Coordinator. The incumbent will have accountability for the supervision and allocation of maintenance staff and asset maintenance activities within the port infrastructure and Northern Regions assets and facilities.
- In liaison with the Site Coordinator, assist in the implementation of Asset Management and Maintenance guidelines, procedures, and schedules to ensure optimal maintenance practices are adopted.
- This position works under general supervision but has a semi-autonomous role that requires the incumbent to make maintenance decisions and manage maintenance activities, resources and timeframes associated with the works schedule.
- Liaise with key internal and external stakeholders to ensure tasks are completed to acceptable standards.
- Report regularly on progress of maintenance projects and ensure proper procurement and possession of materials.
- Ensure risk assessments, which adequately assess workplace hazards, are undertaken, and report all HSE hazards, incidents and near misses.
- Undertake trade related tasks, other maintenance and provide advice to the Site Coordinator and Regional Manager as required.
- Manage landside wood chip ship loader human resources and rosters.
- Supervision and allocation of maintenance staff and asset maintenance activities within the port infrastructure.
- Be available to support woodchip ship loading roster as occasionally required by undertaking afternoon and night shift duties.

#### **LEVEL OF RESPONSIBILITY / ACCOUNTABILITY**

Reporting directly to the Site Coordinator the position requires the person to possess the skills to: assist the site supervisor; be responsible for the allocation of resources and the management of the work of small teams and contractors; manage projects to completion and act in the Site Coordinators role when required. Ensuring their current knowledge and awareness of relevant Occupational Health and Safety are in compliance with company policies, procedures and expectations.

##### **TasPorts Health, Safety and Environment Responsibility and Authority**

Refer to Section 4.6 and 4.7 of the *TasPorts HSE Responsibility and Authority Procedure*

##### **Supervisory Responsibility**

Direct: 5-7

Indirect: Contractors

## **KNOWLEDGE, SKILLS AND EXPERIENCE (SELECTION CRITERIA)**

1. Proven trade or technical experience with exposure to electrical, mechanical and civil maintenance works.
2. Demonstrated experience in the supervision of staff and contractors.
3. Demonstrated experience in maintenance planning, maintenance scheduling and staff / resource allocating.
4. Knowledge in project management including control of projects and budgets.
5. Proven ability to solve problems and identify appropriate solutions.
6. Have sound interpersonal and conflict resolution skills and the ability to supervise a diverse range of staff and contractors.
7. High level of verbal and written communication skills.
8. Thorough awareness and understanding of occupational health, safety and environment policies and guidelines.
9. Sound experience in administrative processes and procedures including good computer skills and the ability to utilise Microsoft Office and other enterprise software required for the role including, but not limited to, maintenance management and planning, budgeting and staff rostering applications.

## **QUALIFICATIONS**

### *Essential*

- Recognised relevant technical and/or trade qualifications.
- Demonstrated experience within asset management and maintenance planning.
- Current drivers' licence.
- Ability to obtain and hold valid MSIC requiring a national police check.

### *Desirable*

- Trained and qualified in high-risk work (e.g., working at heights, confined spaces entry).
- Project Management and / or Quality Management qualifications and experience.
- Contractor management experience.
- Current first aid certificate.
- High-risk licenses (e.g., forklift, elevated work platform).