



CERTIFIED | EXPERIENCED | ENGINEERING



## POSITION DESCRIPTION

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**Position title:**  
Maintenance Specialist

**Team Lead:**  
Operational Support Team Lead

**Employment type:**  
Full-time

**Date:**  
January 2023

CIVIL ⚙️ STRUCTURAL ⚙️ MECHANICAL ⚙️ ELECTRICAL ⚙️ DESIGN + DRAFTING ⚙️ CONTROL SYSTEMS ⚙️ OPERATIONAL SUPPORT

[waterlineprojects.com](http://waterlineprojects.com)   

# POSITION DESCRIPTION

<b>POSITION TITLE:</b> <b>MAINTENANCE SPECIALIST</b>	<b>REPORTS TO:</b> <b>OPERATIONAL SUPPORT TEAM LEAD</b> Or such other person/s as the company may nominate from time to time.
<b>POSITION SUMMARY</b> <p>Your role is essential to Waterline’s purpose of partnering with Australian Industry to provide safe and sustainable resources to the world. You will use your practical maintenance experience to make our Industry Partners more efficient, safe, and productive. You will work across the full range of asset management activities to ensure our customers are set up to perform effective maintenance. Using your technical and practical knowledge, you will strive to ensure quality and purpose in all deliverables. Your background as a mechanical maintenance technician, mechanical co-ordinator, maintenance planner or maintenance supervisor will have provided you the practical foundations to be effective in this role.</p> <p>We are required to, and our clients expect us to travel to their sites to support, interact and engage with their personnel to deliver on their requirements. This may include but is not limited to audits, operational support, and commissioning. This means fitting in and accommodating our clients’ work patterns, Health and Safety requirements and 24/7 operational needs.</p>	
<b>POSITION DETAILS</b>	<i>Description of duties and responsibilities</i>
<b>ASSET MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Develop maintenance strategies for new and existing equipment</li> <li>• Create Failure Modes, Effects and Criticality Analysis for equipment and infrastructure</li> <li>• Interact with client’s CMMS systems to extract data such as equipment hierarchies, work order history and maintenance strategies (SAP, Ellipse, Pronto)</li> <li>• Use clients’ RCM software to develop maintenance strategies (Rylson 8, RCMCost)</li> <li>• Use technical knowledge of mechanical maintenance activities</li> <li>• Provide Engineers practical advice in topics of maintenance, mining infrastructure, risk management and construction activities</li> </ul>
<b>PROJECTS</b>	<ul style="list-style-type: none"> <li>• Project scoping and project quoting</li> <li>• Project scheduling</li> <li>• Project reporting as defined by the requirements of the project</li> <li>• Project execution, planning, co-ordination, and management</li> </ul>



	<ul style="list-style-type: none"> <li>• Project administration, budget, and financials management</li> <li>• Project close out and reviews</li> </ul>
<b>BUSINESS DEVELOPMENT AND SALES</b>	<ul style="list-style-type: none"> <li>• Identify opportunities for Waterline while executing work</li> <li>• Share new opportunities with Waterline Strategic Growth team</li> <li>• Attending client meetings and taking briefs to develop project scopes that meet client needs</li> <li>• Regular interactions with client and other business stakeholders</li> <li>• Maintaining relationships with existing clients by delivering excellent service</li> </ul>
<b>REPORTING</b>	<ul style="list-style-type: none"> <li>• Daily inputting of time sheets in the WFM system before 07:00 each day</li> <li>• Weekly updates of proposed work tasks for the week and prioritisation</li> <li>• Weekly update of completed task, major blockers, and important goals</li> <li>• Client reporting at a frequency agreed upon by the specific project</li> </ul>

As well as any other task or duties for which you may have the skill, knowledge and/or training that is required of you from time to time.

**QUALIFICATION/S AND EXPERIENCE**

<p><b>QUALIFICATION/S</b></p> <ul style="list-style-type: none"> <li>• <b>BACHELOR'S DEGREE IN MECHANICAL ENGINEERING OR MAINTENANCE ENGINEERING</b></li> </ul>	<p><b>Essential Experience</b></p> <ul style="list-style-type: none"> <li>• 5+ years' experience working in the Australian resources industry (including Mining, Energy, Chemicals, Oil &amp; Gas)</li> <li>• Demonstrated experience working with maintenance strategies</li> <li>• Strong mechanical aptitude</li> </ul> <p><b>Desirable Experience</b></p> <ul style="list-style-type: none"> <li>• Maintenance Planning</li> <li>• Asset Management</li> <li>• Experience in one of the following areas:             <ul style="list-style-type: none"> <li>○ Longwall coal mining</li> <li>○ Minerals processing</li> <li>○ CHPP</li> <li>○ Heavy EME</li> <li>○ Underground metalliferous mining</li> </ul> </li> </ul>
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**ESSENTIAL COMPETENCIES (KNOWLEDGE, SKILLS AND ATTRIBUTES)**

- Demonstrated / strong self-discipline and time management skills
- Key stakeholder management utilising effective communication skills
- Ability to deliver results under pressure
- Willingness to learn about our clients' businesses and markets so you:
  - understand our clients' core business outcomes
  - understand how to present Waterline to our clients in a relevant context
- Flexible attitude to rapid changing project requirements
- Pragmatic approach to client problems
- Demonstrate effective organisation, planning and attention to detail
- Excellent report writing and presentation skills
- Effective problem-solving capabilities
- Ability to interpret Standards, Legislation, Acts and Codes
- Ability to work both collaboratively and independently
- Appropriate handling of confidential information

**ESSENTIAL BEHAVIOURS**

Your behaviour must be consistent with Waterline's values:

- **Driven – Approach with enthusiasm**
  - Strive to deliver quality results with enthusiasm
  - Honour your commitments
- **Authentic – What you see is what you get**
  - Be true to yourself and each other
- **Empathetic – Put yourself in their boots**
  - Appreciate the realities of being on site
  - Care about our clients, colleagues, and communities we live and work in
- **Supportive – Got your back**
  - Share the load for our collective success
  - Act as an extension to each other's teams
  - Support each other in our work and personal lives

**KEY RELATIONSHIP WITH**

INTERNAL:	EXTERNAL:
<ul style="list-style-type: none"> <li>• Operational support               <ul style="list-style-type: none"> <li>○ Job Managers and colleagues working on projects</li> <li>○ Other discipline teams (Mechanical, Electrical, Civil / Structural) and colleagues on projects</li> </ul> </li> <li>• Business Support               <ul style="list-style-type: none"> <li>○ IT</li> <li>○ Marketing and Communications</li> </ul> </li> <li>• Strategic Growth Team</li> </ul>	<ul style="list-style-type: none"> <li>• Clients</li> </ul>