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| Job title: | Port Hedland/Project Site Electrician |
| Award / Agreement: | 2020 Austral Construction EA |
| Location | Port Hedland or site based. |
| Hours: | Minimum 50-hour week |
| Reporting to: | Port Hedland Workshop Supervisor |

Purpose of the position

This position undertakes the servicing and repairs to major and minor plant, vehicles, and equipment within Austral Construction. The position is to ensure that all servicing and repairs are completed in accordance with Austral's quality standards, stated timeframes and in line with system requirements.

The primary objective is to ensure Austral Plant Services is run safely, efficiently, and effectively to meet business and project needs.

Responsibilities & duties

Responsibility 1 –Maintenance

- Perform preventative and repair maintenance on mobile and stationary plant and equipment.
- Inspect mobile and stationary plant and equipment for defects and required repairs; diagnose, repair, and replace systems/components and compose list of defects to submitted to Port Hedland Workshop Supervisor
- Test and adjust repaired systems/components to meet manufacturers' performance specifications.
- Read and interpret plant and equipment manuals/schematics/parts diagrams and work orders to perform required maintenance and service.
- Advise and Assist the Port Hedland Workshop Supervisor in turn liaise with Project Manager and/or Superintendent of required major repairs or replacements to plant and equipment.
- Follow plant and equipment checklists. Ensure that correct equipment repairs are carried out and reported using the Plant Maintenance system or as advised.
- Communicate with Port Hedland Workshop Supervisor to obtain descriptions of plant and equipment problems, and to discuss work to be performed and future repair requirements.
- If required mobilise to Project for site-based work. Maintain all equipment on site and ensure that all maintenance is carried out as OEM specification.
- Check equipment compliance and liaise with Maintenance Coordinator to ensure equipment is compliant for use.
- Follow HSEP for all Workshops/Yards and Project Site. Be familiar with compliance on of tools and site-specific plant requirements.

Responsibility 2 – Emergency Repairs

- Provide emergency/unscheduled repairs of plant and equipment at WA Maintenance Supervisor's request or if the field as per the Project Managers request.

Responsibility 3 – Procurement

- Assist in ordering replacement equipment, parts, and supplies.
- Physical inspection and acceptance of delivered goods and materials.
- Forward all delivery dockets to Port Hedland Workshop Supervisor
- Request orders through the Port Hedland Workshop Supervisor or WA Maintenance Superintendent; ensure materials are ordered and sequenced in a way as not to have the material stored on site for excessive periods and stored in the correct manner.
- Efficiently and securely store materials on site to minimise double handling and theft.

Responsibility 4 – Administration

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Detailed Position Description

- Maintain maintenance and repair work orders.
- Review work orders and discuss work with Project Manager and/or Superintendent.
- Develop and review Safe Work Method Statements / Job Hazard Analyses and workplace risk assessments.

Responsibility 5 – Communication and Collaboration

- Establish and maintain strong relationships with Port Hedland Workshop Supervisor, WA Plant Superintendent, National Plant Manager, Project Manager's and Superintendent's
- Inform suppliers and subcontractors of Austral procedure and process requirements.
- Assistance with investigation and corrective action programs for faults / issues generated by operator error.

General Responsibilities – Health, Safety, Environment, Quality

- Uphold a positive and proactive safety culture and lead by example.
- Recognise the lasting and permanent presence of company work activities.
- Strive to protect the environment by upholding effective and efficient environmental and sustainable practices as part of everyday business.
- Measure, monitor, analyse and improve productivity, processes, tasks to satisfy clients and company high expectations.
- Ensure outputs and activities meet organisational requirements for health and safety, quality management, legal stipulations, environmental policies, and duty of care.
- Integrate and uphold our Integrated Management System and follow Austral system and processes at all times.

General Responsibilities – Core Values

- Foster trust, openness, and collaboration
- Set positive examples and invest in personnel and subcontractors.
- Conduct business in accordance with the highest standards of professional behaviour and ethics.
- Be transparent, honest, and ethical in all interactions with personnel, clients, subcontractors, and the public.
- Uphold our Mission Statement and Core Values policy.

Academic & trades qualifications

| Essential | Desirable |
|---|---|
| Applicable trade qualification (mechanical engineering) | Auto Electrical Trade Qualification |
| Industry Construction Card | Air Conditioning License |
| Hold current Car | HR |
| | HRWL – Rigging, Dogging, Working at Heights, Crane licence and Forklift Licence |

Work experience & skills

| Essential | Desirable |
|--|--|
| 5 years' experience working on Heavy Machinery and Plant Equipment | |
| Good Microsoft Office skills, particularly excel and word | |
| Demonstrated practical experience within a mechanical servicing / repair industry | Experience with servicing / repair of civil and marine plant and equipment |
| Demonstrated experience in planning and equipment maintenance | Experience and Knowledge in the latest technology relating to workshops, plant, and machinery. |
| Excellent time management with the ability to multi-task in a fast-paced environment | |

Personal qualities & behavioural traits

| Essential | Desirable |
|--|-----------|
| Ability to demonstrate independence and initiative | |
| Ability to work in a team orientated environment | |
| Ability to manage time and meet deadlines | |
| Excellent organisational and prioritisation skills | |
| Attention to detail and analytical skills | |
| Good written and verbal communication and interpersonal skills | |

Relationships

| With | Purpose |
|---|---|
| Port Hedland Workshop Supervisor | Daily job assignment and parts consultation. |
| Project Managers / Project Engineers | Assist with Plant maintenance scheduling. Providing advice and solutions for plant and equipment failures/ issues |
| WA Maintenance Superintendent | Providing advice and solutions for plant and equipment failures/ issues |
| Procurement and Maintenance Administrator | Provide Plant maintenance documents as require. Provide spare parts requirements, advice and solution |
| National Plant Manager / | Ensure Austral Plant Services is run efficiently and effectively to meet business and project needs |
| HSEQ Manager | System compliance and implementation with direction from the Construction Superintendent |
| Senior Management Team | Providing advice and solutions for plant and equipment failures/ issues |
| Project Managers / Project Engineers | Assist with Plant maintenance scheduling. Providing advice and solutions for plant and equipment failures/ issues |

Position Description Declaration

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____

Performance Review

Performance Review Period: 6 months from start date as noted on the employees Letter of Offer and Employment Contract. Yearly reviews thereafter

Next Review Date: _____

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