

## POSITION DESCRIPTION

<b>Position Title:</b>	Maintenance Technician
<b>Cluster / Business Unit / Division</b>	All Maintenance Groups (see Organisation Environment)
<b>Section or Unit:</b>	Maintenance
<b>Classification:</b>	Band 3/4
<b>Position Description Number:</b>	PD-1596
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	Non-STEMM

---

### POSITION PURPOSE

The primary objective of the Maintenance Technician (Electrical, Mechanical, Fitting & Machining) role is to deliver quality maintenance and manufacturing services within ANSTO and ensure that plant and equipment and infrastructure is in safe working order, available and complies with relevant standards.

### ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

Maintenance Technicians are dedicated to enhancing and maintaining ANSTO's facilities and environs for operational reliability and, providing a range of customer services to support ANSTO's research, OPAL, ANM, SYMO, business activities and projects at the Lucas Heights Science & Technology Centre and the National Medical Cyclotron at Camperdown.

The function of the roll is to conduct plant and infrastructure maintenance, support engineering projects, maintain engineering documentation in support of achieving reliability and availability targets for ANSTO Assets and ensure ongoing compliance with safety, regulatory and statutory requirements.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for the Band 3 position include:

- Undertake maintenance work for breakdowns in a timely and efficient manner by liaising directly with clients to investigate, identify and provide solutions for problems relevant to discipline.
- Escalate complex maintenance issues that cannot be resolved to the Maintenance Supervisor and/or Engineer for guidance.
- Perform scheduled preventive maintenance of plant and equipment relevant to discipline in accordance with approved procedures to contribute to ANSTO plant and equipment safety and reliability.
- Conduct routine inspections of equipment relevant to discipline and report and document any identified issues.
- Ensure maintenance work is carried out to meet client requirements and ANSTO safety rules, TGA and ARPANSA regulations, ISO AS/NZL 9001:2008 and ISO 14001, BMS, OHSE directives, procedures, standards and regulations.
- Interact with the customer to communicate job requirements and outcomes. In addition to building and maintaining customer relationships for feedback and acting to improve.
- Ensure maintenance records (SAP database, work orders, records sheets, etc) are prepared and updated in a timely manner and that the supervisor is kept informed of progress of work.

- Function effectively as a member of a maintenance team, not limited to undertaking responsibilities as a senior member of the team by promoting teamwork, safety, productivity, high quality work & service and focus on improvements to work methods and techniques and assist with the implementation of safety programs and initiatives to ensure a strong safety culture is embedded with the team;
- Willingness to develop competence in supervising contract workers.

In addition to performing all Band 3 key accountabilities, the key accountabilities for a Band 4 position include:

- Willingness to provide scheduled 24/7 'on-call' maintenance cover in consultation with Maintenance Services teams.
- Independently undertake maintenance work competently without direct supervision.
- Use expertise to assess and provide feedback to management on plant performance and maintenance processes to drive improvements in plant availability, safety and efficiency.
- When required undertake supervision of contractor; undertake trade related work activities while working in a safe and efficient manner
- Allocate, coordinate and manage out-sourced trade related activities
- Co-ordinate, mentor and train other maintenance staff on maintenance practices, processes and procedures, including work safety practices.
- Competence in the maintenance of the complex systems and components relevant to the discipline (e.g. Maintenance of High Voltage network, Active Ventilation Systems, ANSTO Isolations, Breathing Air Systems, OPAL)
- Support and contribute to the development of preventive and condition based maintenance programs
- Maintain relationships with clients to ensure work meets client requirements.
- Use independent judgement and liaise with other disciplines to understand and solve complex technical problems.

### **Decision Making**

- Depending on the discipline, the Maintenance Technician reports to the relevant work centre supervisor.
- The position's key internal customers include staff at all levels within ANSTO requiring active maintenance, operational response and support. External customers include regulatory and standards auditors, tenants in ANSTO buildings, external contractors and suppliers.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

### **Key Challenges**

The major challenges for this position include:

- Developing and maintaining knowledge of ANSTO plant systems and procedures in order to deliver quality maintenance to the ANSTO facilities
- Providing flexible short and long term maintenance support across site when an addition to the local workforce is necessary eg, shutdowns, backfill, additional staff, and development opportunities.
- Addressing varying maintenance issues given that there are multiple new projects to be transitioned to operation during the course of each financial period
- Maintaining the plant given the requirement to comply at all times with OL&Cs, regulatory requirements, codes and standards.

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
• Manager/Executive	• Relevant Supervisor
• Work area team members	• Maintenance Technicians
• Direct Reports	• Nil
• Other departments	• All Departments across ANSTO
<b>External</b>	
Title, group, committee, industry or business	• Nil
Title, group, committee, industry or business	• Nil

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Relevant Supervisor
Direct Reports	Nil
Indirect Reports	Nil

<b>Financial Data (2015/2016)</b>	
Revenue / Grants	NA
Operating Budget	NA
Staffing Budget	NA
Capital Budget	NA
Assets	NA

<b>Special / Physical Requirements</b>	
Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at computer) Labour intensive physical requirements (sitting, standing, frequent manual handling) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment Working at Heights

Radiation areas:	<p>May be required to work in radiation areas under tightly regulated conditions</p> <p>Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions</p> <p>Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions</p>
Hours:	<p>Willingness to work extended and varied hours based on operational requirements</p> <p>Shift work</p> <p>After hours work will be required on a regular basis</p> <p>After hours work may be required for short and infrequent periods</p> <p>Required to participate on an on-call roster 24x7x365</p>
Clearance requirements:	<p>Satisfy ANSTO Security and Medical clearance requirements</p> <p>Obtain and maintain appropriate federal government clearance</p>

### Workplace Health & Safety

Specific role/s as specified in AP- All Workers  
 2362 of the ANSTO WHS Management System Maintenance Technician

## ORGANISATIONAL CHART

See attached.

## KNOWLEDGE, SKILLS AND EXPERIENCE

The knowledge, skills and experience for a Band 3 position include:

- Trade qualification in Electrical or Mechanical or Instrumentation & Controls or Electronics or Fitting & Machining.
- Relevant post trade qualification.
- Hold relevant industrial tickets or licenses (or be eligible to achieve), such as confined space and working at heights.
- Industrial experience in electrical or mechanical maintenance of plant and equipment.
- Experience working in a Nuclear or other highly regulated environment is desirable.
- Demonstrated ability to solve problems pro-actively with a demonstrated high level of self-motivation.
- Ability to adapt to new technology.
- Ability to prioritise and complete work to deadlines.
- Willingness to work in hazardous areas, given appropriate training and control measures, and abide by stringent procedures (eg High Voltage, legacy contaminated ie beryllium, radiological, asbestos, lead, chemical etc.)
- Ability to communicate and function effectively as part of a maintenance services team.
- 

In addition to demonstrating strong knowledge, skills and experience at a Band 3 level, the Band 4 position also requires:

- Significant experience solving technical issues associated with the maintenance of plant and equipment in a multi-disciplinary team.
- Experience supervising contractors (C1S)\_
- Experience in High Voltage (Electrical), Active Filter Integrity testing (Mechanical), ANSTO approved isolation (Electrical), or OPAL systems.

- Experience in working in Good Manufacture Practice (GMP) production facilities, where applicable.
- Demonstrated knowledge and experience in working with complex ANSTO plant systems and components relevant to discipline.
- Demonstrated knowledge and experience in working with ANSTO maintenance processes, including SAP, BMS, ABMS and safety procedures, ARPANSA regulations.
- Demonstrated ability to conduct maintenance work safely and competently, in more than one role if required, without direct supervision.

**VERIFICATION**

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

<b>Line Manager</b>		<b>Delegated Authority</b>	
Name:	Jim Bannister	Name:	Mark Moore
Title:	Active Maintenance Manager	Title:	GM Maintenance
Signature:		Signature:	
Date:	12.02.20	Date:	12.02.20