

## POSITION DESCRIPTION

<b>Position Title:</b>	Works Superintendent
<b>Cluster / Business Unit / Division</b>	Asset Management & Services Group (AMSG)
<b>Section or Unit:</b>	Site & Active Maintenance
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1895
<b>Work Contract Type:</b>	Technical

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### POSITION PURPOSE

The primary objective of the Works Superintendent is to supervise the operational activities of the Works Supervisor team. To coordinate and engage a multi-disciplinary team of contractors who maintain and upgrade facilities across site in support of ANSTO's business activities.

### 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.

The Asset Management & Services Group is 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, business activities and projects at the Lucas Heights Science & Technology Centre, the National Medical Cyclotron at Camperdown, and the Synchrotron in Melbourne.

There are 5 main units within AMSG, these are:-

Asset Management & Business Integration Innovation & Growth  
Site & Active Maintenance  
Contracts & Planning  
Maintenance & Workshop Planning & Scheduling  
Refurbishment & Production Workshop

This role is within the Site & Active Maintenance unit.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Manage and lead the Work Supervisors to deliver quality and timely maintenance services. To be completed within budget and in compliance with appropriate quality and safety standards.
- Review routine work orders and non-routine requests for support including prioritisation and allocation of work to team members based on the workload and complexity of work.
- Liaise and negotiate with clients regarding the nature of and scheduling of their work; and plan, supervise, prioritise and manage the completion of all routine and non-routine high risk maintenance work across ANSTO ensuring established Service Level Agreements (SLA's) are met.
- Engage and allocate contractors to undertake unplanned breakdown and non-routine works that may impact the continuity of ANSTO operations and liaise closely with clients and key stakeholders.

- Calculate, monitor and control the day-to-day use of resources, obtaining quotes and investigating the availability of resources before allocating work.
- Support team members by providing advice, coaching and training to enhance the expertise of individuals and the team based on allocated work.
- Determine maintenance work requirements and manage the day-to-day allocation of maintenance work including work order administration, determining how work is to be completed, prioritisation including reviewing and re-organising work plans and activities to manage conflicting priorities and investigating resource availability.
- Exercise sound judgement when assessing the viability of proposals and provide advice on the most effective techniques and methods.
- Monitor the achievement of work objectives on an ongoing basis by conducting inspections of completed work to ensure compliance with quality and safety requirements.
- Select, schedule, supervise and manage multi-disciplinary contractors and tradespersons to ensure routine and other works and support tasks are completed within the timeframes nominated and ensure that the work request, compliance, quality and safety standards are met
- Ensure all work undertaken conforms and complies with the quality and environmental frameworks, safety procedures and standards (Building Code Australia), regulatory requirements and other statutory requirements.
- Provide regular feedback to management on the performance and evaluation of contractors and contracting organisations.
- Manage the risk of building works and refurbishment activity impacting ANSTO employees and tenants; and contribute to risk assessments and quality aspects of AMMSG including safety, audits and review of SWMS.
- Organise for site services to be isolated as required specifically in relation to water, gas, air, electricity and integral safety systems.
- Assist with capital funded upgrades and operational requests in relation to equipment and facilities.
- In conjunction with the Planners supervise small projects through to completion. This may involve some elements of supervision, cost control, time management, risk management, quality/safety/environmental considerations, client progress reports, contractor administration, and contractor management to ensure work is delivered on time and budget.
- Deliver tasks within larger AMMSG projects that are project managed by more senior staff or more independently on smaller less complex or routine projects and tasks.
- Review and identify opportunities to improve and ensure quality and compliance including participating in safety audits; and promote a strong safety culture including safety risk assessments and Contractor inductions and ensure Safety plans and SWMS are prepared and reviewed for all routine and non-routine works and assist in the development of Contractor Induction and Training programs.
- Manage conflicting priorities by reviewing and reorganising work plans and activities and maintaining ongoing communication with customers.
- Develop internal and external networks to allow for collaboration and sharing of information and liaise with onsite Commonwealth Government Departments and tenants to maintain their equipment on site at ANSTO.
- Maintain accurate and comprehensive information and records within the Computerised Maintenance Management System (CMMS) for all in-progress and completed work. In addition ensure all applicable registers, plans, drawings and legends are accurately amended.
- Organise contractor inductions, manage preparation, submission and issue of security application passes and ensure supervisory administrative functions are performed.
- Maintain up-to-date knowledge of the latest developments and best practice for maintenance and contractor administration and contractor supervision and recommend improvements as identified.

- Set work objectives, manage performance and provide assistance in the assessment of performance of team members.
- Drive continuous improvement by encouraging the sharing of knowledge and experiences within and across units.
- Promote a strong safety culture including safety risk assessments, contractor inductions and management presentations.
- Undertake additional duties as required and during periods of leave of other staff.

### Decision Making

- The position works within a framework of national and state legislation, policies, professional standards and resource parameters. Within this framework the position has independence in determining how to achieve objectives, including deciding on methods and approaches, operations, project planning, and allocating contracted resources overseen by the Active Maintenance Manager.
- The position determines key work priorities for their team within the context of agreed work plans and will consult with the Active Maintenance Manager on complex or major issues that may have a significant impact on the customer group or AMSG.
- 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 key challenges for this position include:

- Improving communication and collaboration to ensure that customer expectations are met.
- Organising workload where there are multiple customer requirements, conflicting priorities and unplanned activities requiring to be completed within tight timeframes.
- Ensuring work is to a high standard and fully complies with a wide range of technical, safety and quality standards, regulations and procedures.
- Expectation to develop workable solutions to complex problems.
- Maintaining essential services to ANSTO site.

### KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Negotiate and report on budgets and resources consistent with strategic plans and goals</li> <li>• Recommend and gain endorsement for plans and goals and other initiatives</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Encourage and contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability and resources,</li> <li>• Negotiate and resolve conflicts</li> </ul>
Direct Reports (staff/contractors)	<ul style="list-style-type: none"> <li>• Provide supervision, guidance and support</li> <li>• Set performance requirements and manage performance</li> <li>• Engage to monitor performance and progress against the agreed objectives</li> </ul>
Customers (includes NSTLI, Nuclear Business, Nuclear Operations and the Enabling divisions)	<ul style="list-style-type: none"> <li>• Provide timely and quality maintenance works and services</li> <li>• Support their ongoing business and research.</li> </ul>
<b>External</b>	

External customers include tenants of ANSTO buildings, contractors, consultants, engineers, other technical staff and suppliers

- Establish and maintain professional working relationships

## POSITION DIMENSIONS

### Staff Data

Reporting Line	Reports to the Active Maintenance Manager
Direct Reports	Work Supervisors x 6
Indirect Reports	Nil

### Special / Physical Requirements

Location:	Position is primarily based at Lucas Heights however there may be a requirement to work at other ANSTO facilities at Camperdown and the Australian Synchrotron in Clayton
Physical:	Willingness to complete and maintain job specific ANSTO training. Willingness to complete and maintain Goods and Manufacturing Practices (GMP) training modules to comply with the Therapeutic Goods Administration (TGA) requirements.
Radiation areas:	Working in different areas of ANSTO as needed including radiation areas under tightly regulated conditions.
Hours:	Willingness to work extended and varied hours depending on the daily demands of AMSG
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

### Workplace Health & Safety

Specific role/s as specified in <a href="#">AG-2362</a> of the ANSTO WHS Management System	All Workers Managers / Leaders / Supervisors Radiation Protection Services Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties
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## KNOWLEDGE, SKILLS AND EXPERIENCE

1. Trade in relevant technical discipline and/or equivalent relevant experience.
2. Experience supervising multi-disciplinary tradespersons.
3. Demonstrated people management skills including coaching and mentoring.
4. Demonstrated ability to effectively communicate to a wide audience including tradespeople, professionals and management.
5. Strong customer service orientation and the ability to establish and maintain collaborative and supportive relationships with internal and external customers.
6. Proven problem solving ability in delivering maintenance and developing creative, technical solutions.
7. Possess drive and self-motivation to work autonomously within a team in a changing maintenance environment at ANSTO.
8. Willingness to pro-actively share knowledge, information and insight with team members.
9. Sound knowledge of relevant Australian Standards, GMP, Codes and other statutory requirements, especially relating to engineering and building works.
10. Ability to plan, prioritise and manage workload often with conflicting priorities.

**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:	Warren Steele
Title:	Active Maintenance Manager	Title:	Acting Group Executive Asset Management & Services Group
Signature:		Signature:	
Date:		Date:	