



## POSITION DESCRIPTION

<b>Position Title:</b>	OPAL Mechanical Maintenance Supervisor
<b>Cluster / Business Unit / Division</b>	Nuclear Operations and Nuclear Medicine (NONM)
<b>Section or Unit:</b>	OPAL – Maintenance
<b>Classification:</b>	Band 5
<b>Position Description Number:</b>	PD-1094
<b>Work Contract Type:</b>	Technical
<b>STEMM/NON-STEMM:</b>	STEMM

---

### POSITION PURPOSE

The primary objective of the OPAL Mechanical Maintenance Supervisor is to lead a team who manage the repair and maintenance of either the OPAL Mechanical equipment to maintain OPAL Reactor in a safe and operable condition.

### ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Nuclear Precinct brings together the key areas of Reactor Operations, the commercial businesses of Health, ANSTO Nuclear Medicine (ANM) and Minerals & Radiation Services and Waste Management.

Reactor Operations provides nuclear services to ANSTO for the purpose of supporting the strategic objectives of the organisation. This includes the provision of neutron beams for research institutes and irradiation services to Health and ANM for the purpose of the manufacture and sales of radiopharmaceutical and radiochemical products.

Waste Management is responsible for the safe, compliant and effective management of legacy, current and future predicted radioactive waste arising in line with ANSTO's strategic objectives, regulatory requirements and public expectations.

The Minerals and Radiation Services business provides practical solutions and innovative technology in ways that deliver financial and environmental benefits to the mining and minerals processing industries.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

- Lead a team of Mechanical Technicians to effectively and efficiently maintain OPAL in a safe and operable condition through installation, modification, commissioning, fault-finding, diagnostics, maintenance and repair;
- Ensure all work carried out is in accordance with ARPANSA regulations, OPAL procedures, OHSE procedures, standards and regulations and ensure quality assurance of all work undertaken meets OPAL operational requirements and limits;
- Detail plan and schedule maintenance tasks to ensure full utilisation of the maintenance team, while making sure OPAL operational requirements are met. Ensure that all work is planned in a safe manner, and completed to schedule;
- Utilise judgement to independently assess priorities of multiple work orders and allocate and delegate responsibility across team to ensure all work requests are undertaken with appropriate technical skills to work order;

- Responsible for continually providing feedback on maintenance practices, strategies and plans, and maintenance instructions to ensure they meet OHSE procedures and maximise the reliability and availability of plant and equipment;
- Utilise depth and breadth of technical knowledge, skills and experience to evaluate and undertake complex technical problems/works and liaise directly with technical and professional staff and clients to investigate, identify and provide solutions;
- Responsible for delivering a safe mechanical infrastructure to OPAL which meets statutory and licensing requirements;
- As a technical expert, train, coach and develop staff to ensure that technical knowledge is shared across the OPAL team;
- Ensure all equipment required for maintaining mechanical infrastructure of OPAL is procured and available when required;
- Collaborate across Nuclear Operations with OPAL Engineers and other relevant staff to ensure mechanical maintenance is meeting requirements;
- Continually gain an increased understanding and knowledge of OPAL plant operations, systems and equipment;
- Utilise Computerised Maintenance Management Systems (CMMS), primarily SAP and its applications to access and maintain maintenance strategies and plant history, taking into account safety and associated technical issues to ensure efficient plant operation;
- Responsible for setting work tasks and objectives, managing performance and assessing the performance of technical staff, provide advice and guidance on ways of developing the skills, knowledge and experience of others;
- Undertake additional duties as required and during periods of leave of other staff, for example supervision of the alternate discipline maintenance team.
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

### **Decision Making**

- The position works within a framework of legislation, policies, professional standards and resource parameters. Within this framework the position has some independence in determining how to safely and effectively manage work load, including deciding on methods and approaches, maintenance, project planning and allocation of resources (financial and people) on a week-to-week basis.
- The position is fully accountable for the accuracy, integrity and quality of the content of data and advice provided to managers and customers, and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines key work priorities within the context of agreed work plans and consults with the manager on complex, sensitive and major issues that have a significant impact on reactor systems
- 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**

- Leading a team of mechanical technicians to ensure delivery of quality maintenance to the OPAL Reactor facility and to develop and maintain skills within the team;
- Maintaining OPAL plant given the requirement to comply at all times with OL&C, regulatory requirements, codes and standards;
- Continually reviewing and reorganising work plans and activities to manage conflicting priorities;
- Scheduling, planning and supervision of mechanical task for routine and major shut-downs;
- Addressing run-in and plant start-up problems in a complex system;
- Build and maintain productive working relationships within ANSTO and with external suppliers and partners;
- Challenge established ways of working in favour of more productive approaches;

## KEY RELATIONSHIPS

Who	Purpose
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• Provide advice</li> <li>• Recommend and gain endorsement for plans</li> </ul>
Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Work collaboratively and share accountability</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Supervise mechanical maintenance on a daily &amp; weekly basis</li> <li>• Provide leadership, guidance and support to mechanical team</li> <li>• Set performance requirements and manage performance and development in conjunction with Maintenance manager</li> </ul>
Customers	<ul style="list-style-type: none"> <li>• Provide support to operations and engineering staff</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the OPAL Maintenance Manager
Direct Reports	4 x Mechanical technician
Indirect Reports	Part of a maintenance team of approximately 20 persons consisting of mechanical, electrical, and instrumentation trades and support staff

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

	under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements Obtain and maintain appropriate federal government clearance

### **Workplace Health & Safety**

Specific role/s as specified in AP- All Workers

2362 of the ANSTO WHS Supervisors

Management System Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

## **ORGANISATIONAL CHART**

On file

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

1. Trade certificate or diploma qualifications in Fitting & Machining or equivalent;
2. Extensive relevant industrial experience in maintenance of mechanical plant and equipment;
3. Experience in the supervision of trades personnel;
4. Hold relevant industrial tickets or licenses (or be eligible to achieve), such as confined space and working at heights.
5. Technical skills
  - a. Extensive technical knowledge in mechanical plant and associated equipment applicable to nuclear reactors;
  - b. Problem solving skills and the ability to assess and resolve technical issues in a timely manner;
  - c. Comprehensive knowledge of OHSE issues, regulations and procedures;
6. Knowledge of CMMS systems, primarily SAP;
7. Knowledge of OPAL reactor plant systems and associated procedures;
8. Leadership skills including ability to develop desired cultures of safety and quality and ability to provide performance feedback and coaching skills;
9. Interpersonal and communication skills including conflict resolution skills/experience;
10. Planning and organising skills;
11. Deadline driven, reliable in following through with actions, and pro-active when attending to ANSTO and customer interests;
12. Personal qualities that add value to a team operating in a high level client service, safety & quality environment.

**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:	Darren Elliot	Name:	David Vittorio
Title:	OPAL Maintenance Manager	Title:	OPAL Reactor Manager
Signature:		Signature:	
Date:		Date:	