

## POSITION DESCRIPTION

<b>Position Title:</b>	Maintenance Technician
<b>Cluster / Business Unit / Division</b>	Nuclear Precinct
<b>Section or Unit:</b>	Nuclear Medicine - Technical
<b>Classification:</b>	Band 4
<b>Position Description Number:</b>	PD-2096
<b>Work Contract Type:</b>	Technical

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### POSITION PURPOSE

The primary purpose of the Maintenance Technician is to conduct quality plant maintenance activities, which includes manufacturing equipment, supporting engineering tasks and projects, maintaining engineering documentation in support of achieving reliability and availability targets for the respective radiopharmaceutical production facility and ensuring ongoing compliance with safety, regulatory and statutory requirements, including but not limited to ARPANSA and TGA.

### 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 Operations division includes a number of plant facilities including OPAL Reactor, Waste Operations, and Nuclear Medicine with Health Products and ANSTO Nuclear Medicine (ANM).

Nuclear Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is strictly controlled, where processes must meet certain standards based upon the requirements in the current Guide to Good Manufacturing Practice (GMP). Quality Assurance (QA) is essential and, due the time sensitive nature of the products, just-in-time principles are applied.

The Technical Unit is responsible for the reliability and availability of the respective radiopharmaceutical production plant and its associated systems and ensures ongoing compliance with regulatory and statutory 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.

### ACCOUNTABILITIES & RESPONSIBILITIES

#### Key Accountabilities

The key accountabilities for the position include:

- Independently undertake multiple active maintenance requests competently (eg breakdowns, inspections, preventative maintenance) ensuring work is carried out according to technical, safety and quality requirements, standards and regulations, within budget in a timely and efficient manner.
- Perform scheduled preventive maintenance of plant and equipment and utilise system downtimes to conduct preventative maintenance activities, diagnose faults and implement corrective actions in accordance with approved procedures to contribute to plant and equipment safety, quality and reliability.
- Conduct routine inspections of equipment, report and document any identified issues and apply expertise to analyse and develop responses to unforeseen technical or production problems.

- Review and reorganise personal day-to-day work schedule and activities to manage conflicting priorities and meet stakeholder expectations.
- Liaise with stakeholders to investigate, identify and provide solutions for maintenance problems. Escalate complex maintenance issues that cannot be resolved to the Maintenance Team Leader and/or Engineer for guidance.
- Use expertise to assess and provide feedback to management on plant performance and maintenance processes to drive improvements in plant availability, safety and efficiency.
- Manufacture, assemble, test, install and commission equipment and spare parts for use in plant production.
- 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.
- 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.
- Assist in the assessment of maintenance work safety and quality requirements to ensure safety and quality risks are understood and work carried out appropriately.
- Promote a strong safety culture which includes providing input to risk assessments and developing SWMES.
- When required undertake supervision of contractors performing equipment service and repair work, supervise trade related work activities while working in a safe and efficient manner, organise contractor inductions and training.
- Co-ordinate, mentor and train other maintenance staff on maintenance practices, processes and procedures, including work safety practices.
- Support and contribute to the development of preventive and condition based maintenance programs.
- Pro-actively contribute to a continuous improvement program to enhance safety, quality and reliability of production plant to meet regulatory requirements and stakeholder expectations including the design and development of projects, work instructions development and performance improvement.
- Use independent judgement and liaise with other disciplines to understand and solve complex technical problems.
- Undertake additional duties as required and during periods of leave of other staff

### **Decision Making**

- 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**

- Developing and maintaining knowledge of ANSTO plant systems and procedures in order to deliver quality maintenance to the production plant
- Carry out work in a heavily regulated environment and ensure the required safety standards, code of GMP and ARPANSA requirements are met.
- Prioritising workload where there are competing stakeholder and regulatory requirements and unplanned activities required to be undertaken within short timeframes.
- 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>	
• Supervisor/Manager	<ul style="list-style-type: none"> <li>• Receive guidance and direction</li> <li>• To escalate complex issues</li> </ul>
• Work area team members	<ul style="list-style-type: none"> <li>• Contribute to group decision making processes, planning and goals</li> <li>• Collaborate and share accountability</li> <li>• Negotiate and resolve conflicts</li> </ul>
• Direct Reports	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>External</b>	
Contractor	<ul style="list-style-type: none"> <li>• Manage contractor work to ensure delivery as per requirement</li> </ul>
ARPANSA/TGA/Other	<ul style="list-style-type: none"> <li>• Ensure compliance within areas of responsibility</li> </ul>

## POSITION DIMENSIONS

<b>Staff Data</b>	
Reporting Line	Reports to the Maintenance Team Leader
Direct Reports	Nil
Indirect Reports	Nil

## Special / Physical Requirements

Location:	<p>Lucas Heights</p> <p>Working in different areas of designated site/campus as needed</p>
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>Working 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 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 and participation on an on-call roster may be required.</p>
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

**Workplace Health & Safety**

Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Supervisors 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 qualification in Electrical or Mechanical or Instrumentation & Controls or Electronics or Fitting & Machining.
2. Relevant post trade qualification.
3. Demonstrated competence and industrial experience in electrical or mechanical maintenance of plant and equipment (e.g. maintenance of High Voltage network, active Ventilation Systems, ANSTO Isolations).
4. Experience working in a Nuclear or other highly regulated environment.
5. Experience working in Good Manufacture Practice (GMP) production facilities and knowledge of relevant nuclear and pharmaceutical production regulations and legislation.
6. Demonstrated ability to work well and problem solve both independently and within a team environment.
7. Demonstrated ability to communicate effectively with a variety of stakeholders at all levels of an organisation.
8. Deadline driven, proactive and reliable in a time pressure environment.
9. Strong customer service focus.
10. Demonstrated ability to conduct maintenance work safely and competently, in more than one role if required, without direct supervision.
11. Strong time management, planning and problem solving skills in delivering maintenance solutions.

**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.

**Delegated Authority**

Name:	Name:	Ian Martin
Title:	Title:	General Manager, Nuclear Medicine Products
Signature:	Signature:	
Date:	Date:	