

BATCHFIRE CALLIDE MANAGEMENT PTY LTD ROLE DESCRIPTION

Position Title		Maintenance Crew Coordinator		
Name of Position Holder				
Final Approval Date				
<i>For the purposes of RD development only</i>				
Date	Revision Description <small>(e.g., Draft; Review; Amend; Endorsed; Approved)</small>	By	Scheduled revision completion date	Actual submission date
APPROVALS				
Direct Manager Name				
Signature			Date	
Employee Name				
Signature			Date	

JOB OVERVIEW	
Position Title	Maintenance Crew Coordinator
Location	Callide Mine
Reports to	Maintenance Supervisor
Supervises	Nil
Internal/External Relationships	Other Maintenance Crew Coordinators & Maintenance Supervisors
PURPOSE OF THE ROLE	
<p>The role of the Crew Coordinator is to coordinate maintenance tasks and activities in the field or in the workshop. The Crew Coordinator provides a direct and consistent coverage of crew tasks that allows the Maintenance Supervisor opportunities to attend to other value adding functions of their role.</p> <p>The overall responsibility of the Crew Coordinator is to assist in the coordination of the crew in delivering key work outputs for the maintenance department in the areas of safety, planned and scheduled maintenance activities and team performance. The Crew Coordinator provides crew Supervision coverage for unplanned leave on a short term basis only, limited to one complete rota or (in the case of extended unplanned leave) as agreed by the Company and the individual Crew Coordinator.</p>	

This role profile acts as a guide to the role only and additional work outcomes may be required to performed by the incumbent.

CAPABILITIES & COMPETENCIES	QUALIFICATIONS & EDUCATION		
	Completion of Year 12 of secondary school would be an advantage but is not essential.		
	EXPERIENCE		
	An effective Crew Coordinator has a sound understanding of maintenance management pipeline model, defect elimination processes, the Open-cut coal mining environment and statutory requirements, displays effective leadership skills and has a good understanding of site business requirements.		
	OTHER REQUIREMENTS		
	Essential: <ul style="list-style-type: none"> ▪ Site Induction ▪ Scenario Training ▪ Unrestricted Site Light Vehicle Competency 	Desired: <ul style="list-style-type: none"> ▪ Strong Technical Skills ▪ Sound Scheduling Skills ▪ Sound People skills ▪ Competent and confident to make decisions in the field ▪ Operate key systems eg Pronto ▪ Computer skills i.e. Outlook, Word, Excel, PowerPoint ▪ Communication skills – written and verbal 	
KEY RESULT AREAS, RESULTS TO BE ACHIEVED			
Key Result Areas		Results to be Achieved	
Role Effectiveness		<ol style="list-style-type: none"> 1. Support the Supervisor in leading the crew to maintain equipment safely, optimally, and in accordance with the maintenance management pipeline model including: 2. Implement and coordinate tasks and job priorities as per the maintenance schedule. 3. Assist the Supervisor in following and implementing daily work and resource plans and targets to achieve Equipment Availability with a “Whole of Site” view 4. Optimise performance: Support the Supervisor in implementing a systematic approach to the identification and delivery of sustainable maintenance process and method improvements. 5. This role profile acts as a guide to the role only and additional work outcomes may be required to be performed by the incumbent 	
Safety & Health		<ol style="list-style-type: none"> 1. Active participation as COVID-19 RMT team member ensuring risk to business is successfully mitigated. 2. SHMS Compliance 3. SHMS Development and Effectiveness 	
Environment		<ol style="list-style-type: none"> 1. Environmental Management Systems: Compliance 	
SIGNATURES			
Name	Position	Signature	Date

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