

Position Description

Position title: Maintenance Scheduler	
Business group: ASQ Assets Pty Ltd	Department: Maintenance
Reports to: Operations Manager	Supervises: Workshop Supervisor, Diesel Mechanics, Apprentice Diesel Mechanic, Boilermakers/Fitters

ASQ Assets provides all fleet and maintenance services to the ASQ Group to ensure our fleet of trucks, vehicles, heavy plant equipment and machinery is maintained and operating safely and efficiently.

Position summary

Reporting to the Operations Manager, the Maintenance Scheduler is responsible for the day to day safe and efficient running of the mechanical workshops, supervision of all workshop employees including mechanics and boilermakers/fitters and to ensure that the fleet is serviced and maintained in a timely manner.

Summary of key roles and responsibilities

- Ensure compliance with ASQ (WHSE) Management System
- General maintenance duties
- Management of workshop employees
- Compliance with state and federal legislation/regulations
- Computerised Management System (CMS)

Required attributes

- Safety-conscious
- Awareness of the requirements of a diesel mechanic and the ability to perform duties consistent with those requirements
- Experience with diesel vehicles and heavy plant and machinery
- Strong work ethic
- Well-developed communication and interpersonal skills
- Demonstrated management and leadership skills
- Highly developed interpersonal, organisational and time management skills
- Sound literacy, numeracy and IT skills
- Physical fitness required to perform all tasks

Required education and certifications

- Ideally a mechanical trade background
- Sound knowledge and understanding of process maintenance activities
- Proven experience in maintenance planning
- Previous experience with Computerised Maintenance Management Systems (CMS)

Key contacts

- Workshop Supervisor
- Diesel Mechanics
- Apprentice Diesel Mechanic
- Boilermakers/Fitters
- Operations Manager
- Site Managers
- Suppliers
- Weighbridge Operator
- Senior ASQ Management
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The Maintenance Scheduler is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System
- Attend/prepare prestart meetings
- Attend/prepare toolbox talk agenda and completion of record
- Attend WHSE Committee Meetings as required

2. General maintenance duties

The Maintenance Scheduler is responsible for ensuring all maintenance requirements are scheduled in a timely manner, are continually maintained and operating safely and efficiently for all workers.

Responsibilities include, but are not limited to:

- Plan and schedule all maintenance work for in house mechanics/boilermakers/fitters as well as outsourced servicing and repairs in a timely manner
- Regularly review scheduling requirements, prioritising work accordingly, and where necessary, re-assigning work to internal or external providers to ensure efficient use of resources in order to meet maintenance targets
- Ensure vehicle and plant prestart troubleshooting occurs each morning at Newbridge, and workshop employees are allocated to assist where required
- Ensure service and repair schedules are updated in order for the Workshop Supervisor to ensure all work and resource requirements are managed effectively
- Key contact for breakdowns including onsite and on road during business hours and Workshop Supervisor after business hours
- Ensure Workshop Supervisor is conducting regular inspections of all plant/vehicles/equipment and reporting back all additional repair and resource requirements
- Manage all inventory in conjunction with Workshop Supervisor where required
- Liaise with suppliers and contractors
- Communicate with Site Managers on maintenance and repair requirements, scheduling delays and issues that may arise in relation to their plant and equipment
- Ensures workshops at Newbridge, Eaglehawk and Long Gully are clean and maintained to ensure safety of all users
- Recommend changes to improve fleet reliability and maintenance outcomes
- Work within a budget and plan major works around budget and cashflow requirements of business
- Prepare and submit monthly reports to Operations Manager

3. Management of workshop employees

The Maintenance Scheduler is responsible for overseeing the effective operation of the workshops.

Responsibilities include, but are not limited to:

- Coordinating and scheduling work for workshop employees
- Assisting the Workshop Supervisor in recruiting and inducting new workshop employees
- Manage employee timesheets, overtime and leave requests
- Complete performance reviews with employees
- Assist Workshop Supervisor in managing performance issues with workshop employees
- Monitoring, reviewing and assessing all workshop documents such as SWMS, job cards, Take 5's, Lockout Tag out etc.
- Ensuring employees are trained in all Safe Work Instructions and Safe Work Practices

4. Compliance with state and federal legislation/regulations

The Maintenance Scheduler, in conjunction with the Workshop Supervisor, is responsible for ensuring our maintenance division operates in accordance with governing legislation and requirements.

Responsibilities include, but are not limited to:

- Compliance with the state and federal Road and Traffic Act
- Compliance with Codes of Practice and Australian Standards
- Compliance with Mass Management requirements
- Compliance with Performance Based Standards (PBS)
- Compliance with the CoR legislation
- Compliance with Legislations, Regulations, Australian Standards and Codes of practice including Lifting equipment and slings, Electrical test and tag, Fire extinguishers and High-Risk Work Licence requirements

5. Computerised Management System (CMS)

The Maintenance Scheduler, in conjunction with the Workshop Supervisor, is responsible for ensuring the CMS is up to date and all details, checks and documentation are accurate and uploaded.

Responsibilities include, but are not limited to:

- All jobs to be reviewed and closed out after work is marked as complete by Workshop Supervisor
- All mechanics labour entered and verified
- All invoices for parts and labour entered and attached to each job
- All suppliers and repairs entered and compliance information up to date
- Review all suppliers and contractors invoicing and attach to completed jobs
- All parts and external repairers allocated purchase orders
- Inventory and parts quantities, vehicles allocations etc. up to date and managed within CMS
- Producing reports for internal and external customers
- Documentation relating to vehicles and plant updated
- Random checks of odometer readings to ensure accuracy
- Audit prestarts and provide reports to internal customers
- Maintaining all CMS asset details
 - Entering new vehicles/plant
 - **Decommissioning** vehicles and plant from system
 - **Ensuring all vehicles and plant are commissioned in accordance to ASQ procedures including** but not limited to vehicle registrations, Navman on HV transport, etags, petrol cards, warranty information, service schedules etc.