

Position Description - Maintenance & Contractor Coordinator

Employee Name: TBA

Date PD Issued: 01/02/2019

Position: Maintenance & Contractor Coordinator

Host Employer: TBA

Supervisor: TBA

Host Employer Address: Laverton office with an expectation of travel to Dandenong and other areas as required

Westvic Staffing Solutions Apprentice/Trainee Consultant: Bronwyn Mills

Position Purpose:

To manage contractors and maintenance duties at the nominated sites and coordinate external trades to ensure that maintenance and contractor requirements are fulfilled.

Reporting Relationships

Direct reports

- Nil

Internal Stakeholders

- Engineering team
- Safety team
- Operations team
- Logistics Services Manager

External Stakeholders

- Tenants
- Customers
- Contractors

Qualifications and Experience:

- 3 to 5 years contractor management and supervision experience
- Trade, safety or engineering qualifications or relevant industry experience
- Experience with MEX (Maintenance Management Software) or similar maintenance management software
- Strong administration and data entry skills
- Good computer literacy (Email, Excel and Word)
- The ability to navigate and learn new and existing software applications
- A current and valid driver's licence
- Be flexible, adaptable and a willingness to learn approach
- Strong communication and rapport building skills

Key Performance Indicators:

- Seek advice from the relevant Safety representative regarding the Workplace Health and Safety (WHS) requirements that are to be incorporated into the proposed service tender documentation
- Ensure insurance and other documentation provided by the contractor meets Company requirements
- Have contractors complete the contractor induction program, ensure evidence of completed induction is held on file, supply evidence of workers compensation and public liability coverage
- Ensure contractors undergo relevant inductions
- Ensure that a JSEA is provided by contractor relating to the work being completed prior to commencement of work
- Review contractors JSEAs to ensure it covers all tasks, identified hazards and controls.
- Issue, as required, relevant permits to work
- Engage with the contractors and have a system in place to monitor performance regularly
- Ensure that the contractors are fully aware of all WHS requirements
- Maintain a register of site preferred contractors
- Ensure that all documentation is stored in appropriate files and kept up to date
- Ensure that suitable supervision is maintained while contractors are engaged and that the supervision is suitable to the task being conducted
- Systems, building and equipment are serviced and repaired to relevant standards and regulations required by law and the Company
- Maintain operational requirements - MHE, racking, docks, refrigeration plant temperature monitoring and logs, buildings and grounds
- Comply with all reporting requirements including weekly work reports, water and electricity readings
- Preventative maintenance scheduling and documentation using the MEX software system
- Communication of all activities on site to the appropriate lease manager as required
- Identify, assess, prioritise and control risks to the health and safety of employees, contractors and visitors
- Participate in the continuous improvement and effectiveness of the safety management system

Key Accountabilities:**Safety** – *Foster a Culture of “Zero Harm”*

- Consistently demonstrate safety leadership and model appropriate behaviours to all team members
- Ensure safe and compliant operations in accordance with the Company and customer requirements
- Take personal accountability for own safety and at all times being aware of the impact of actions by others on safety
- Participate and contribute to the effectiveness and improvement of safety performance
- Immediately report any injury, incident or near miss encountered during the course of work and take appropriate action to effectively manage

People – *Be engaged within a high performing team*

- Consistently demonstrate personal behaviours that uphold our values
- Enhance the work performance of self and other employees
- Encourage an environment of knowledge sharing and continuous improvement

Financial and commercial – *Deliver our financial and commercial targets*

- Ensure our contractual obligations with customers are understood and plans in place to deliver
- Support the profitability of the operations by participating in reviews of performance, budget expenditure etc. and taking corrective actions as required
- Ensure accuracy and timeliness of reporting
- Ensure the appropriate allocation and optimisation of resources and assets

Customer and stakeholder engagement – *Build and maintain productive internal and external relationships*

- Create and maintain effective relationships with employees, customers and external stakeholders
- Understands and ensures compliance with customer contracts and agreed contractual KPIs
- Understand and manage customer expectations
- Assist in the resolution and management of any significant customer operational issue

Operational excellence – *Ensure industry leading position in how we operate*

- Encourage the continuous improvement of system, processes and instructions to enhance performance
- Escalate to senior management (where required) any matters relating to industrial activity, safety issues, maintenance concerns or employment and safety conditions
- Provide expertise, guidance and assistance to employees to diagnose and solve problems

Core Competencies

Customer / people focus	<p><i>Is dedicated to meeting the expectations and requirements of internal and external customers</i></p> <ul style="list-style-type: none"> • Quickly and effectively solves customer problems • Talks to customers (internal or external) to find out what they want and how satisfied they are with what they are getting • Lets customers know he/she is willing to work with them to meet their needs • Finds ways to measure and track customer satisfaction • Establishes and maintains effective relationships (internal and external) • Builds a common sense of purpose
Problem solving	<p><i>Challenges the status quo, is always looking for better ways of doing things – looks for optimal solutions. Acts as a catalyst for change and stimulates others to change</i></p> <ul style="list-style-type: none"> • Uses logic and methods to solve problems • Thinks of the consequence of his/her actions • Checks for understanding, asks relevant questions • Has a philosophical approach toward mistakes - asks "what can we learn from this?"
Drives for results	<p><i>Consistently hits the goals and objectives set by themselves and others. Pushes themselves and others to achieve stretch goals. Believes they can make a difference</i></p> <ul style="list-style-type: none"> • Is action orientated and full of energy for things he/she see as challenging • Has the confidence to act • Puts energy in to complete tasks, is proactive • Delivers results consistently • Has concern for people, teams and due process in achieving results

Personal awareness / self-knowledge	<p><i>Flexible and adaptable, is able to read situations and people and modifies behaviour accordingly</i></p> <ul style="list-style-type: none"> • Aware of own impact on other people and strives to improve in this area • They take time to reflect on their own behaviour, they are composed and approachable and build rapport well • They are open to and encourage feedback on own (leadership) style • Actively develops Individual Development Plans • Sees people just as important as task if not more so
<p>Workplace Health and Safety:</p> <ul style="list-style-type: none"> • Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions • Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health • Correctly wear and maintain items of personal protective clothing and equipment that are provided • Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work • Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay. 	
<p>Additional Information</p> <ul style="list-style-type: none"> • Hours Per Week: 38 • Initial contract length: 6 months • Days per Week: Monday - Friday • Award / Agreement: TBA • Superannuation: TBA • Commencement Hourly Rate: TBA • Allowances: TBA 	
<p>Copy to: <input type="checkbox"/> Employee <input type="checkbox"/> Host Employer <input type="checkbox"/> Main File</p>	