



## POSITION DESCRIPTION

Aug 2010

### Port Otago Values

**Valuing Staff**  
**Honest Communication**  
**Safety**  
**Teamwork**  
**Being The Best**

<b>Title</b>	<b>Mechanic</b>
<b>Purpose of position:</b>	This is an Engineering Trade position responsible for carrying out maintenance activities on POL's mobile fleet of heavy container handling diesel powered plant. The position involves some rotating shift work to suit shipping schedules.
<b>Reports to:</b>	Teamleader - Mechanics
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Senior Maintenance and Electrical Staff</li> <li>• Teamleader – Mechanics</li> <li>• Teamleader – Fitters (where appointed)</li> <li>• Maintenance Planner</li> <li>• Operational Staff</li> <li>• Technical Trades Team</li> <li>• Operators</li> </ul>
<b>Direct Reports:</b>	N/A

### Core Responsibilities

Health & Safety	<ul style="list-style-type: none"> <li>• Influence &amp; provide leadership to promote a zero harm safety awareness philosophy.</li> <li>• Support through actions an "above the line" approach to the POL Health and Safety values.</li> <li>• Ensure strict adherence to company safety standards, policies and procedures.</li> <li>• Comply with PPE equipment requirements as required within the Terminal and Workshop areas.</li> <li>• Follow the Take 5 process (where implemented)</li> <li>• Ensure adherence to company safe working policies and procedures.</li> <li>• Responsible for ensuring a safe workplace and adherence to good housekeeping practices.</li> <li>• Compliance with Permit to work processes</li> <li>• Compliance with POL Isolations requirements</li> <li>• Compliance with Legislative &amp; Statutory safety regulations.</li> <li>• Attendance &amp; involvement at all Services H&amp;S meetings</li> <li>• Follow the POL Services DNA Handbook</li> <li>• Follow the POL Hazard Reporting process</li> </ul>
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Human Resources	<ul style="list-style-type: none"> <li>• Follow the POL Values through behaviour &amp; leadership</li> </ul>
Operational Performance	<ul style="list-style-type: none"> <li>• Ensure planned maintenance and repair activities are conducted on mobile plant &amp; equipment as per the Maintenance Planner's schedule, and equipment is returned to operations staff when scheduled and in a clean and serviceable condition. Equipment should be able to operate reliably through to the next planned service.</li> <li>• Carry out all maintenance activities to an appropriate standard and provide maintenance feedback on all planned, unplanned, and breakdown activities to the Maintenance Planner on the Work Order copy for transference to MEX as history records.</li> <li>• Report detailed "further work required" data on Work Order paper copies where appropriate to enable future task scheduling, spares ordering, etc.</li> <li>• Assist with the development of detailed PM Tasks, and SWI &amp; JSA documents.</li> <li>• Where required all mobile maintenance work is to comply with current Statutory/Legislative requirements</li> <li>• Unexpected changes to the planned maintenance schedule (ie due to unexpected job complications or new faults found) to be communicated to both the Maintenance Planner and Teamleader – Mechanics at the earliest.</li> <li>• Follow the philosophy that equipment can continue to operate with outstanding faults as long as the faults do not impinge on the safe operation of the equipment and they are recorded as outstanding backlog faults in MEX (these faults will be prioritised and rescheduled into planned activities for future weeks).</li> <li>• Deliver to the Teamleader – Mechanics completed daily timesheets c/w work done details, meetings attended, housekeeping carried out, SWI's, JSA's, etc.</li> <li>• Carry out effective urgent/emergency breakdown repairs on the heavy fleet of mobile plant &amp; equipment as required (unsupervised &amp; predominantly backshifts) and provide detailed work completed data for the Maintenance Planner/Teamleader - Mechanics.</li> <li>• Carry out a detailed verbal handover to the incoming Mechanic on the following shift (where relevant), and provide a written shift log of all work completed/current status for recording purposes/future planning.</li> </ul>
Strategy	<p>Follow the planned schedule as per the work orders and task lists provided by the Maintenance Planner/Teamleader – Mechanics.</p>
Change Management	<ul style="list-style-type: none"> <li>• Proactively identify opportunities to deliver best practice maintenance and follow identified business improvement initiatives as required.</li> <li>• Support the implementation of maintenance efficiencies and improvements where directed.</li> </ul>

Process Improvement	<ul style="list-style-type: none"> <li>• Demonstrate a proactive approach to asset preventative maintenance and reliability through a professional approach to Services and Operational communication, and having a collaborative team approach to positive interaction with all POL staff</li> <li>• Supports systems for monitoring and tracking maintenance requests, preventive maintenance work performed</li> <li>• Provide details to the Maintenance planner on spares used from stock for reordering purposes.</li> <li>• Ensure personal and POL tools are cleaned and locked up in the appropriate cupboards/toolboxes after use.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Involvement in structured problem solving to root cause and implementation of identified solutions.</li> <li>• Supports the development of continuous improvement processes within POL</li> <li>• Seeks opportunities to improve asset performance through involvement in Reliability initiatives.</li> </ul>

### Key Performance Measures

Health & Safety	<ul style="list-style-type: none"> <li>• Promote a non negotiable Zero Harm approach and support "above the line" Health &amp; Safety behaviours through consistent application of standards and values leadership</li> <li>• Support zero LTI requirements</li> </ul>
Operational Performance	<ul style="list-style-type: none"> <li>• As a result of improved planning, scheduling, work completion, maintenance efficiencies, and improvements in methods, POL performance data can identify mobile fleet availability increases and reliability improvements.</li> </ul>
Work Management KPI's (monthly MEX data - when implemented)	<ul style="list-style-type: none"> <li>• % PM's complete (&gt; 80%)</li> <li>• Outstanding Work Order's (&gt; 90%)</li> <li>• Outstanding Work Requests (&gt; 90%)</li> </ul>