Maintenance Tech

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| Position Details |
| Title: | Maintenance Tech | Location: | Dandenong South  |
| Department: | Operations | Supervisor/Manager: | Operations manager |
| Date Prepared: | 20.02.2024 | Direct Reports: | nil |

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| Position Overview |
| The Maintenance tech is responsible for the maintenance, repair, and upkeep of machinery and equipment used for liquid waste collection, processing and disposal. The individual will perform mechanical and minor electrical repairs, diagnose and resolve equipment faults, ensure compliance with safety standards and procedures, and undertake preventive maintenance measures to minimize downtime and ensure optimal equipment performance. |

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| Key Responsibilities |
| **Position Duties:** * Perform inspection and maintenance on fixed processing plant and other associated equipment as required,
* Diagnose equipment faults, troubleshoot problems and perform necessary repairs to minimize downtime.
* Conduct regular inspections and preventive maintenance activities to identify and resolve issues before they escalate.
* Follow safety procedures and protocols at all times to maintain a safe working environment.
* Maintain equipment inventory records and ensure the availability of spare parts to minimize equipment downtime.
* Coordinate with other departments to ensure that equipment is available for use and functioning properly.
* Suggest improvements to optimise the performance of site equipment.
* Provide training to other team members as needed on maintenance best practices and safety procedures.
* Welding and general metal work as required
* Document Job, materials and equipment requirements
* Assist other trades or contractors on site as may be required.
* Improvements to work instructions and planned maintenance plans
* Maintain the preventative maintenance and ongoing maintenance database
* Work with the Engineering team to install new and modified fixed plant equipment, water pumps & water release systems.
* Estimate maintenance and spare part costs and quantities
* Work with the Waste Stream Manager to collect and analyse data and to prepares diagrams.
* Ensures that finished work is within specifications, regulations and safety standards.
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| Capability Profile |
| **Work Experience*** Experience in the wastewater treatment plant industry or similar environments.

**Qualifications/Licenses*** Trade certificate Fitter turner, Boilermaker or Plumber

**Work Experience*** Four to five years experience in a similar role. (ideal)

**Skills/Knowledge/ Abilities** * Reliability to maintain schedules and meet deadlines.
* Mature judgement and initiative to make appropriate decisions if required.
* Commitment to promote and achieve a high level of customer service (internal).
* The ability to communicate and relate well to fellow employees and be part of a team.
* The ability to carry out verbal and written instructions and to work effectively with supervisory and management staff
* Basic computer and maintenance management software knowledge and experience
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| Authorisation |
| Direct Manager: |  |  |  |
| Signature: |  | Date  |  |
| Employee: |  |  |  |
| Signature: |  | Date |  |