



**POSITION DESCRIPTION  
MSF SUGAR**

<b>POSITION TITLE:</b>	Maintenance Planner
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**POSITION AUTHORISATION:**

<b>INCUMBENT:</b>	Person's name (name)	..... (Signature)	..... (Date)
<b>PREPARED BY:</b>	Engineering Manager	..... (Signature)	..... (Date)
<b>APPROVED BY:</b>	Executive Manager	..... (Signature)	..... (Date)

**POSITION DEMOGRAPHICS:**

<b>Business Group/Division:</b>	Maryborough Mill
<b>Reports Directly to:</b>	Engineering Manager
<b>Reports Indirectly to:</b>	NA
<b>Team Membership:</b>	Maintenance
<b>Work Site:</b>	Maryborough Mill
<b>Job Status</b>	Permanent
<b>Hours in Attendance</b>	Salaried staff typically work 38 Hour weeks with reasonable Overtime (included for in their TRP).
<b>Qualifications/Experience:</b>	Mechanical or Electrical Trade with maintenance planning experience; A minimum of 3 years' experience in a heavy engineering Industry; Proficient in use of Microsoft Office suite of applications; Proficient in use of a CMMS; Proficient in MS Project; Demonstrated experience in budget management; Demonstrated experience in store / spares management.

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**POSITION PURPOSE:**

The Maintenance Planner is responsible for the planning and scheduling of maintenance at Maryborough Mill. This includes the following:

- Championing the work management process;
- Develop, forecast and manage the engineering budget;
- Leading the planning function including scoping tasks, allocating labour and purchasing materials;
- Leading the scheduling function including developing crush season, maintenance day and maintenance season schedules;
- Setting out clear processes to measure and report the effectiveness of the planning and scheduling functions;
- Owning the master data process;
- Scheduling capital tasks to ensure interaction issues are managed;

These services will apply to steam production, milling operations, clarification, evaporation, sugar processing and sugar recovery for Maryborough Mill. The Planner is to ensure Work packs and schedules are provided to support the execution teams.

**AUTHORITY TO ACT:**

Budget:

Purchasing:

Finance/Administration:

Correspondence:

Employee Relations:

**KEY RELATIONSHIPS (Internal & External)**

Key relationships are required with:

- Work Execution Coordinator;
- Engineering Supervisors;
- Project Coordinator;
- Reliability Engineers;
- Production Manager;
- Production Supervisors;

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- Control Systems Engineer;
- Electrical and Mechanical Engineers;
- Accountants;
- General Manager.

**KEY RESULT AREAS**

<b>Areas</b>	<b>Elements</b>
Safety and Health	<ul style="list-style-type: none"> <li>• Take responsibility for following work instructions and providing continuous improvement feedback;</li> <li>• Identify, control and report hazards;</li> <li>• Follow reasonable instructions and not undertake unsafe work or activity;</li> <li>• Act responsibly for the safety of self and others, and the environment</li> <li>• Report all incidents including near misses, injuries and damaged plant and equipment, and damage to the environment;</li> <li>• Participate in and support S&amp;E improvement activities, including the development of Job Safety Analyses and training;</li> <li>• Encourage fellow employees to participate in and support SH&amp;E improvement activities;</li> <li>• Wear appropriate personal protective equipment;</li> <li>• Ensure tools &amp; materials are in a safe and serviceable condition before use.</li> </ul>
Work management process	<ul style="list-style-type: none"> <li>• Own the work management process in conjunction with planners and other functions;</li> <li>• Update and optimise the work management process as required;</li> </ul>
Budgets	<ul style="list-style-type: none"> <li>• Assisting in the development of the budget in conjunction with the Engineering Department and the Works Execution Coordinator;</li> <li>• Reforecast and develop actions to manage the budget as required;</li> <li>• Work with the Accountant to identify opportunities to improve the budgeting process;</li> <li>• Develop opportunities to reduce maintenance expenditure;</li> </ul>
Maintenance Planning	<ul style="list-style-type: none"> <li>• Scope tasks and allocation of labour and purchasing of materials;</li> <li>• Ensure that the CMMS is used to facilitate all maintenance planning functions;</li> <li>• Coach and mentor other team members to ensure that the CMMS is used for the work management process.</li> </ul>
Scheduling	<ul style="list-style-type: none"> <li>• Use the CMMS and MS Project to develop crush season, maintenance day and maintenance season schedules;</li> <li>• Liaise with the Execution, Project and Production teams to ensure that all activities are scheduled and that interaction issues between the teams are minimised;</li> <li>• Be a key user of MS Project;</li> </ul>

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Measuring and Reporting	<ul style="list-style-type: none"> <li>• Develop metrics to measure the effectiveness of the work management processes including schedule compliance;</li> <li>• Develop reports to assist in improving the planning, scheduling and execution functions;</li> <li>• Develop action lists to address issues with the planning, scheduling and execution functions.</li> </ul>
Master Data	<ul style="list-style-type: none"> <li>• Develop processes to update the master data in the CMMS;</li> <li>• Ensure that master data updates are occurring and that the Planners are trained in the master data functions</li> </ul>

**SKILL REQUIREMENT**

Skill Category	Skills
Essential Skills	Teamwork abilities; Problem solving abilities; Compliance with legislation - policies and procedures; Planning and coordinating multiple priorities; Ability to enlist co-operation; Self-organised; Ability to manage conflict; Advanced use of Microsoft Word, Excel and Outlook; CMMS experience; MS Project experience
Skills to be developed	Knowledge of legislation; Master data processes; Advanced CMMS PM experience; Advanced MS Project experience.

**GENERAL:**

This document outlines the unique characteristics of this position as a guide to role, scope and responsibilities of the position and skills required of the position incumbent.

In addition to these responsibilities the incumbent is an employee of the Mill and as such is accountable to the code of employee behaviour (Code of Conduct) defined by management and related to the company ten overarching policy statements.

Furthermore the incumbent's role is not limited to the areas defined but subject to the organization's needs, may be varied from time to time consistent with the incumbent's training and skills.

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Finally, this document serves primarily to make clear to the incumbent the areas of organization activity for which the incumbent has sole or team member responsibility. Standards within which tasks are to be performed, performance is measured and targets are set for improvement will be covered under performance review and continuous improvement processes.

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