

POSITION DESCRIPTION



SECTION A

Port Nelson Limited is owned by Infrastructure Holdings Limited which is owned equally by Nelson City Council and Tasman District Council. Our purpose is to facilitate regional prosperity.

POSITION:	Maintenance Manager
REPORTS TO:	GM Environment, Infrastructure & Maintenance
LOCATION:	Nelson

SECTION B

POSITION OBJECTIVE:	<ul style="list-style-type: none"> • Drive the day-to-day and long-term strategic maintenance, ensuring high standards of operational safety, reliability, and efficiency for all people, assets, systems and procedures • Lead Port Nelson's Maintenance team to exceed internal and external customer expectations, achieve operational excellence and financial targets • Develop maintenance procedures and ensure implementation • Maximise the utilisation of technology and other methods to enhance outputs 	
KEY RELATIONSHIPS:	Internal	Maintenance team Environment and Infrastructure teams Operational teams Property and Administration officer People and Safety team Finance team Business Systems team Leadership team
	External	Contractors Suppliers Employee Union PCBUs
DELEGATED AUTHORITY:	As per delegated authority guidelines	
DIRECT REPORTS:	Maintenance Supervisor Utilities Supervisor Finance & Administration Support Maintenance Planner Stores controller	

SECTION C

KEY TASKS AND ACCOUNTABILITIES

Key Accountabilities	Task
Leadership	<ul style="list-style-type: none"> • Lead and develop the Maintenance team • Be an active and valuable member of the Leadership Team through participation and active engagement with peers • Drive a high-performance culture aligned with PNL's strategic direction and values • Build high levels of employee engagement through an open and collaborative leadership style and other engagement strategies • Coach and support the team to bring focus to the delivery of excellent customer value • Coach and develop Supervisor(s) in leadership and people management, resource optimisation and planning best practice • Ensure employee issues are addressed in a timely and fair manner to ensure a positive employee relations environment • Engage effectively with internal and external stakeholders in order to achieve operational goals • Develop positive relationships with union representatives • Any other tasks as directed reasonably required of the position
Maintenance Management	<ul style="list-style-type: none"> • Operate the Workshop to meet the needs of internal customers to understand the needs and exceed the expectations of internal customers while making appropriate commercial decisions. • Develop and implement a maintenance strategy to ensure the safety and efficiency of all mobile plant and utilities. • Support marine team with maintenance of floating plant • Build relationships with key stakeholders • Analyse root cause of failures to determine correct response, (eg, Operator training, equipment substitution, strategy change etc.) • Develop maintenance procedures and ensure implementation • Working closely with the Safety team, ensure Health and safety policies are developed and implemented and achieve a high level of compliance. • Working closely with the Environment team, ensure Environmental policies are developed and implemented and achieve a high level of compliance • Ensure Contract management policies are developed and implemented and achieve a high level of compliance • Responsibility for managing all reporting requirements

	<ul style="list-style-type: none"> • Manage, lead and implement technical and plant related projects Ensure manning levels are effectively and efficiently managed to meet demand • Assist in due diligence reviews on potential acquisitions • Ensure the effective preventative maintenance programme for all plant, land, utilities and facilities
Asset Management	<ul style="list-style-type: none"> • Ensure the ongoing development of the Planned Maintenance Package (PMP) • Continually develop and maintain a high standard of working relationship with customers, suppliers and other Port Nelson employees • Ensure purchasing is technically and financially adequate, a level of budget consciousness is maintained, and expenditure coding is accurate • Operational teams to be consulted on all purchases and sales of assets • Prepare annual maintenance opex and capex budgets and once approved, manage those budgets effectively • Manage the preparations and approval process of property operating budgets • Ensure profitability through close management of Workshop P&L in accordance to forecast and budget • Analyse annual maintenance costs to determine total lifecycle cost of equipment
Administration	<ul style="list-style-type: none"> • Maintain records of maintenance carried out by ensuring appropriate data is recorded for Maximo input • Ensure work orders are acted upon in a timely and priority-based manner • Ensure that operational policies, systems, procedures and documentation are developed and/or improved to legislated, best practice or internal standards
Continuous Improvement	Supporting continuous improvement by actively identifying ways (i.e. ideas) to improve how we operate at PNL. Any other project work or duties that may reasonably be required.
Health, Safety and Wellbeing	<p>Be a 'champion' of workplace health and safety by commitment through action and support of the workplace Health, Safety and Wellbeing (HSW) Management Plan, Policies and Procedures</p> <p>Teams</p> <ul style="list-style-type: none"> • Lead by example and encourage, promote and support a safety minded focus within your team with open communication in the resolution of safety concerns • Demonstrate proactive leadership in the continuous improvement of the H&S programme • Work closely and collaboratively with Safety team

	<ul style="list-style-type: none"> • Ensure your team is supervised during operations to ensure that safe systems of work are adhered to. Monitor systems of work and continually develop and implement improvements as required • Challenge all unsafe acts or behaviours you observe • Ensure the safe return to work of injured team members is well managed • Actively involve and support the H&S representatives in your area • Apply, promote and support PNL's Drug and Alcohol Programme • Actively monitor the H&S performance of all contractors and subcontractors in your area <p>Reporting</p> <ul style="list-style-type: none"> • Ensure all incidents are reported and notified when required • Ensure incidents are thoroughly and investigated and corrective actions are implemented within appropriate timeframes • Proactively manage risks and hazards in line with PNL policies and procedures • Ensure H&S audit targets are met, monitor safety trends and put in place action plans to address any areas of concern • Ensure all plant and equipment is fit for purpose and is maintained and meets applicable legislative requirements • Ensure potential risks and hazards have been assessed, identified and controlled in the purchase or implementation of new or modified plant, equipment or processes <p>Training</p> <ul style="list-style-type: none"> • Ensure you and your team attend training and keep up to date with H&S best practice • Ensure your team are adequately trained (or actively supervised while under training) for the roles they undertake and all relevant emergency procedures • Ensure contractors and PCBUs within your work areas safely managed
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PERSON SPECIFICATION

Qualifications & Experience:	<ul style="list-style-type: none"> • Relevant Trade Qualification • Demonstrated substantial experience in a Trade/Maintenance role • Demonstrated substantial values based leadership experience within a maintenance environment • Financial management experience • Experience in running a business unit as a profit centre, including the management and satisfaction of clients, as well as the optimal pricing of services.
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Skills & Knowledge:	<ul style="list-style-type: none"> • A strong background in maintenance to service a wide range of plant (mobile and floating) and facilities in a heavy industry environment • Ability to prioritise large volumes of multi-discipline work with constrained and conflicting resources • Strong ability to analyse relevant performance metrics and determine improvement actions • A highly organised, detailed approach with a strong commitment to safety • Excellent interpersonal relationship skills • Organisational skills – planning, goal setting, prioritising, project management • A versatile communicator able to develop excellent customer relationships – internally and externally • Ability to influence and lead
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BEHAVIOURS – ASPIRE

Demonstrate the behaviours expected of a member of the PNL Team.

Accountability	To be accountable for our actions, our performance and the outcomes of these.
Safety	To act in a manner that prevents the risk of injury or danger.
Passion	To maintain a powerful and compelling enthusiasm about what we do at Port Nelson.
Integrity/Honesty	To be truthful, upright and act according to what is right.
Respect	To hold people around us in high esteem and show consideration.
Excellence	To continually strive to be the best at what we do.