

POSITION DESCRIPTION

Position Title:	Manager, Maintenance & Wharf Services	Position No:	MNMAN
Position Type:	Permanent Full Time	Classification:	DPO EA
Location:	Darwin, Northern Territory	Reports to Position:	SMMTC
Reports to:	Senior Manager, Maintenance & Engineering	Last Updated:	3.1.25

POSITION OBJECTIVES

Lead and manage the Maintenance & Wharf Services team to provide a high level of support and essential services to allow the port to operate efficiently and safely.

MAIN DUTIES/KEY ACCOUNTABILITIES

- Lead a multi-disciplined team of maintenance, wharf services, planning and scheduling staff.
- Provides advice on the ports strategic asset management system on maintenance initiatives and scope development.
- Oversee the rostering, leave, recruitment, training and development and performance management, of staff including mentoring apprentices.
- Oversees the maintenance planning function with key stakeholder activities to ensure productivity and equipment reliability.
- Ensure routine maintenance and preventative maintenance is carried out within agreed timeframes.
- Guide a safety culture through visible leadership & coaching.
- Manages the maintenance team to identify and manage asset risk, ensuring work is completed to maintain asset integrity.
- Oversee the implementation of Darwin Ports safety management system, conduct investigations and oversee improvements following incidents and conduct proactive safety observations.
- Complete regular safety audits and risk assessments.
- Manages safe work instructions and safe work method statements for tasks undertaken by the Maintenance & Wharf Services teams.
- Develops a culture of continuous improvement, supporting the team in the implementation of improvement initiatives and technical advances.
- On occasion you may be required to be contactable outside of your ordinary hours of work.
- Contribute positively to continuous improvement activities and initiatives at Darwin Port
- Other duties as directed by your manager from time to time.

QUALIFICATIONS & EXPERIENCE

Selection Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Trade Qualification in Metal Fabrication/Mechanical Fitter/Machinist/Diesel Fitter or Electrical. • Qualification in leadership or management or ability to obtain 	<ul style="list-style-type: none"> • Certificate IV in WHS • Current first aid certificate • Hold current forklift, dogman & gantry crane licenses • Cert IV in frontline management

EMPLOYEE SIGNATURE: _____ DATE: _____

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Selection Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> Current NT drivers' licence Current MSIC or ability to obtain A minimum of five years' experience in a management or leadership role within the processing, mining or maritime industry. High level of experience in the ability to prioritise tasks effectively and achieve outcomes. Demonstrated experience in driving a strong safety culture with a continuous improvement mindset. 	<ul style="list-style-type: none"> Oil spill response training Emergency management response training Experience in the maintenance of asset management systems such as SAP or MEX. Previous experience in the maintenance of bulk handling systems. Significant planning and scheduling experience.

SKILLS & CAPABILITIES

- Excellent communication skills and a proven track record in creating and maintaining effective working relationships with a wide range of stakeholders.
- Able to display high level of professionalism, honesty, and integrity in line with Darwin Port Values.
- Ability to provide effective leadership, support, mentoring and coaching as required to achieve outcomes.
- Self-motivated with excellent time management skills, reliability, and attention to detail to ensure work is undertaken with a high level of accuracy with supervision.
- High standard of written and oral communication skills with the ability to communicate positively and effectively with a diverse range of internal and external stakeholders.
- Ability to work effectively with people of various cultures in a team environment as well as independently to achieve objectives.
- Ability to apply safe work practices in performing duties and responsibilities and to proactively identify and report and/or resolve potential risks and hazards.
- Ability to build and maintain positive working relationships internally and externally.
- Well-developed computer skills, to work across a range of systems and software.
- Use initiative to problem solve and meet objectives and proactively engage in self-directed learning.
- Ability to identify problems, gather information and apply knowledge and understanding of the business to address or escalate issues as appropriate.

VALUES

Our organisational culture is underpinned by the Darwin Port values of **Teamwork, Respect, Integrity, Honesty and Safety**.

You are expected to carry out your position in alignment with the above values. You must comply with all relevant workplace policies, procedures, standards and legislative requirements.

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