

## Job Description

### Maintenance Coordinator



*This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.*

<b>Position Title:</b>	<b>Maintenance Coordinator</b>
Team	Quality
Location:	Bowhill, South Australia
Current as of:	May 25
Reports to:	Quality Manager
Direct Reports:	
Key Relationships:	STF & Workshop Team Leader, Quality Team

#### Purpose

- **Together we thrive**

#### Mission

- **We transform communities & our people, by optimising & building structures that matter**

#### Core Values

- **We do what we say we are going to do**
- **We get things done, together**
- **We work smarter**
- **We help our clients win**

#### Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

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#### **Role Purpose:**

As the maintenance Coordinator, you will be responsible for the ongoing care and maintenance of plant & equipment to ensure the Bowhill team can meet project & product requirements. You will be organised for the task, with all information at hand, collaborating with the team to ensure productivity, efficiency and innovative solutions are considered. You will be supportive of the bigger picture, including budget & time restraints, quality & safety standards, know when to buckle down and get the job done, balanced with mentoring and continuous improvement.

You have the following key areas of responsibility:

- **Everyday Maintenance**
- **Preventative Maintenance**
- **Breakdown Maintenance**
- **Support**

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#### KEY RESPONSIBILITIES

RESPONSIBILITY	WHAT DOES GREAT LOOK LIKE	MEASURES OF SUCCESS (KPIs)
<b>Everyday Maintenance</b> (20%)	<ul style="list-style-type: none"> <li>Pre-Start checks completed</li> <li>Equipment logbook compliance</li> <li>Visual aid system compliance</li> <li>MR Improvement ideas logged</li> </ul>	<ul style="list-style-type: none"> <li>Target 100%</li> <li>Target 100% entries complete</li> <li>Target 95% checks confirmed</li> <li>Minimum 2 ideas per month</li> </ul>
<b>Preventative Maintenance</b> (30%)	<ul style="list-style-type: none"> <li>Services completed IFOT</li> <li>Service Calendar accuracy</li> <li>Parts available at time of service</li> <li>Staff upskilling sessions delivered</li> <li>Preventative v Reactive ratio</li> </ul>	<ul style="list-style-type: none"> <li>Target 95%</li> <li>Target 100%</li> <li>Target 95%</li> <li>Target 1 per month</li> <li>Target &gt;70% planned</li> </ul>
<b>Breakdown Maintenance</b> (30%)	<ul style="list-style-type: none"> <li>Mean time to repair (MTTR)</li> <li>Stakeholder communication</li> <li>Contractor engagement effectiveness</li> <li>Replacement parts lead time</li> </ul>	<ul style="list-style-type: none"> <li>Target – agreed hour</li> <li>Target 100% updates 24hrs</li> <li>Target 90% jobs first time right</li> <li>Target 100% tracking in place</li> </ul>
<b>Support</b> (20%)	<ul style="list-style-type: none"> <li>Backfill &amp; support roles covered as req'd</li> <li>Consumable orders by 15<sup>th</sup></li> <li>Supplier Engagement &amp; follow up</li> <li>System Improvements</li> <li>Contractor site readiness &amp; reporting</li> </ul>	<ul style="list-style-type: none"> <li>Target &gt;85% Team PACE</li> <li>Target 100%</li> <li>Target 90%</li> <li>Target 1 per quarter</li> <li>Target 100% compliance</li> </ul>

#### ☀ What Does Great Look Like?

- ✓ Consistently meets or exceeds all core metrics
- ✓ Runs proactive, well-planned maintenance with minimal emergencies
- ✓ Communicates effectively with stakeholders and contractors
- ✓ Supports team productivity and continuous improvement
- ✓ Keeps systems accurate, up to date, and audit-ready

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#### TEAM LEADER BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
<b>Communication</b>	<ul style="list-style-type: none"> <li>Communicates proactively, clearly and effectively with team members, peers and management</li> <li>Tailors communication content, channel and style to the audience to increase understanding and acceptance</li> <li>Able to provide instructions in a manner that are easily understood</li> </ul>
<b>Competent</b>	<ul style="list-style-type: none"> <li>Shows a level of intelligence and aptitude in order to learn quickly to get things done</li> <li>Is productive and can be relied on to complete any task</li> <li>Demonstrates an attitude of being proactive and seeking out solutions to problems</li> </ul>
<b>Accountable</b>	<ul style="list-style-type: none"> <li>Does what's required and leads by example</li> <li>Takes responsibility and accountability for the work and performance of others and addresses under-performance issues swiftly and effectively</li> <li>Makes firm, timely decisions, initiates action to pursue opportunities, addresses issues and prevents problems</li> </ul>
<b>Courageous</b>	<ul style="list-style-type: none"> <li>Deals with issues and has 'difficult' conversations early</li> <li>Keeps the focus on the issue not the person</li> <li>Clarifies differing views and perspectives, finds ways to reach a resolution, unearths hidden or unstated issues and deals with them</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>Seeks the input of others to fully understand issues, and takes the time to explore problems</li> <li>Explores multiple options and formulates strategies to address problems</li> <li>Takes action and sets up systems/procedures to prevent problems recurring</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Manages effective teams to work collaboratively towards common goals</li> <li>Works with across the business and with other departments within the business to work through problems</li> <li>Works collaboratively with other team members, management and others to achieve goals and ensure customers' needs are met</li> </ul>
<b>Builds High Performing Teams</b>	<ul style="list-style-type: none"> <li>Provides timely coaching, practical advice and specific feedback to help others succeed and grow</li> <li>Inspires staff at all levels to achieve their best</li> <li>Recognizes and rewards performance, celebrates success</li> </ul>
<b>Self-Development</b>	<ul style="list-style-type: none"> <li>Is committed to continuous learning and self-improvement</li> <li>Can learn new skills in new and challenging situations</li> <li>Learns new information and grasps new concepts quickly and easily and is able to apply them to work</li> </ul>

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#### BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none"><li>▪ Honesty</li></ul>	<ul style="list-style-type: none"><li>▪ Dishonesty</li></ul>
<ul style="list-style-type: none"><li>▪ Teamwork</li></ul>	<ul style="list-style-type: none"><li>▪ Negativity</li></ul>
<ul style="list-style-type: none"><li>▪ Respect</li></ul>	<ul style="list-style-type: none"><li>▪ Backstabbing</li></ul>
<ul style="list-style-type: none"><li>▪ Patience and Tolerance</li></ul>	<ul style="list-style-type: none"><li>▪ Intimidation</li></ul>
<ul style="list-style-type: none"><li>▪ Work life balance</li></ul>	<ul style="list-style-type: none"><li>▪ Handballing</li></ul>

#### DESIRABLE REQUIREMENTS

##### QUALIFICATIONS

- Current Drivers License (manual)
- High Risk Forklift License
- Truck license
- Relevant Trade qualification
- Elevated Work Platform (Yellow Card – Scissor Lift)

##### EXPERIENCE

- 4 years minimum in trade background or relevant related maintenance work experience, ie Maintenance, Mechanical, Electrical, etc