

PI Operations Pty Ltd

A.B.N 62 108 623 463
RMB 500GP
Back Beach Road
Cowes, Victoria 3922



Position Profile

Position Title	MAINTENANCE MANAGER
Reporting To	Operations Manager
Direct Reports	Maintenance & Venue Operations Supervisor
Location	Phillip Island Grand Prix Circuit
Employment Status	Full time

Position Summary

Reporting to the Operations Manager, the primary responsibility of this role is to maintain our Maintenance Management system dealing with the venue's preventative and reactive maintenance requirements. This includes engaging and managing service providers, contractors and working with the Maintenance Supervisor and staff to deliver the program.

The position is also responsible for maintaining the venue's compliance with its Essential Safety Systems Maintenance obligations.

The Maintenance Manager is responsible for identifying, budgeting, scheduling and coordinating maintenance projects and leading the general infrastructure maintenance to ensure the Venue's on-going, uninterrupted operation.

You will contribute to the preparation of the facilities and grounds for all Events and provide on-ground support to their organisation and operation, including weekend work when required.

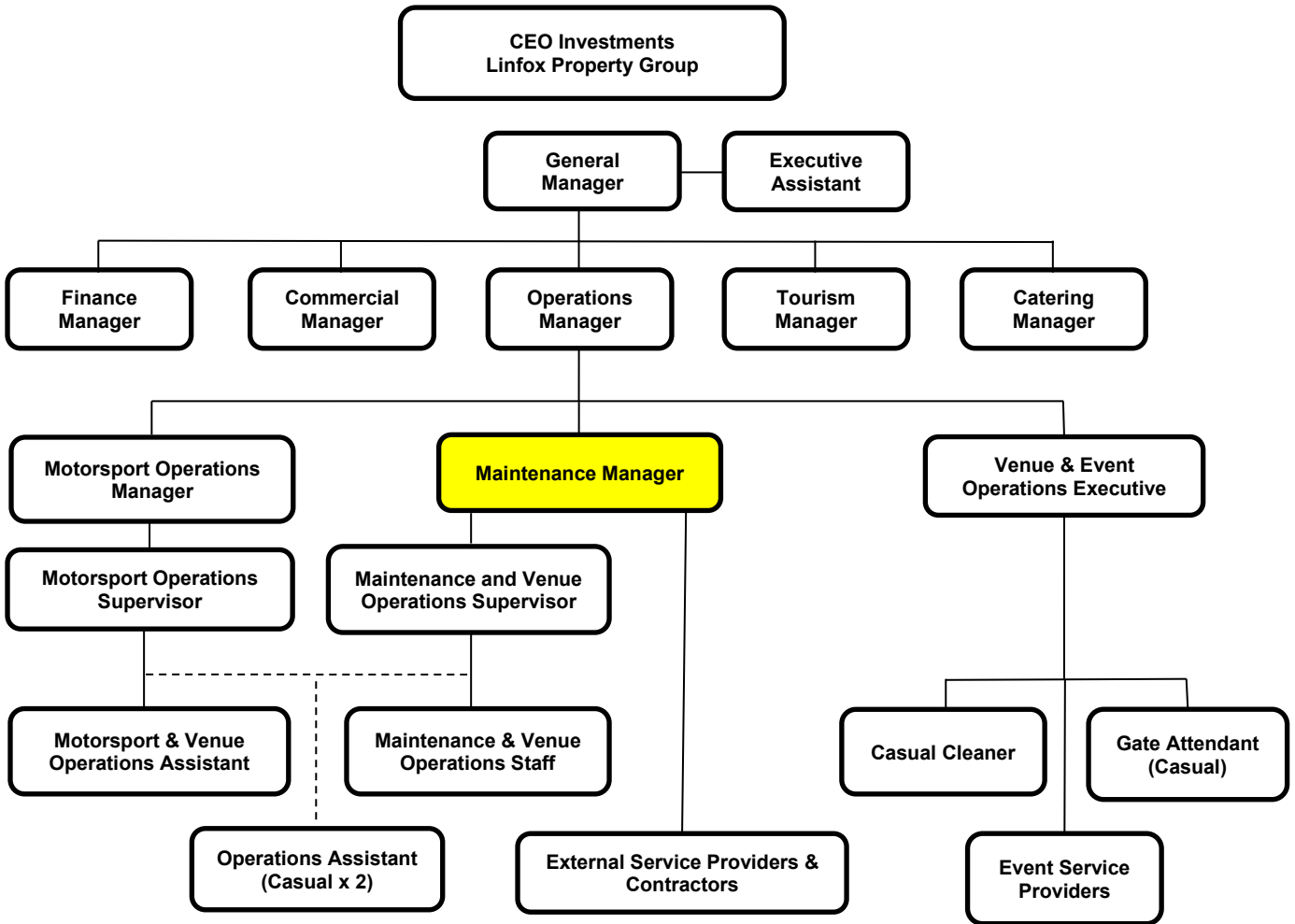
Key Accountabilities

Core Duties & Responsibilities

- Implementation and oversight of the venue's Maintenance system for both preventative (scheduled) maintenance and reactive maintenance programs
- Drive productivity and efficiency through sound work practices and assessment of existing work methods with a view to continuous improvement
- Management and execution of the Venue's Essential Safety Services Maintenance requirements, ensuring compliance at all times
- Procurement and management of contracted service providers
- Ensure Plant & Machinery operating requirements and procedures are adhered to
- Document Plant & Machinery operating procedures
- Identification and management of infrastructure, plant & equipment maintenance projects
- Participate in the planning and supervision of homologation-based projects
- Assisting with rostering of maintenance staff
- Regular report on maintenance issues and progress
- Other duties as required

Safety	<ul style="list-style-type: none"> • Continuous development and implementation of safe systems of work and associated documentation (SWMS, JSAs etc) • Promote a safe work culture and enforce safe work practices within the Maintenance and Venue Operations Team • Ensure all OH&S requirements are adhered to generally and with specific regard to plant & equipment operation • Develop and implement safe work practices where deficiencies are identified or new processes are introduced • Adhere to all safe working policies/procedures in accordance with instructions • Take reasonable care of yourself and others who may be affected by your actions • Ensuring you are able to competently and safely perform any work you undertake and are aware of the risks and hazards associated with your work
Stakeholder Interaction	<ul style="list-style-type: none"> • Internal customer service by providing assistance and accurate and timely information when required • Provide information to external customers as required in a timely and efficient manner.
Teamwork	<ul style="list-style-type: none"> • Ability to maintain positive relationships with managers, colleagues and external contacts to work effectively and facilitate achievement of departmental objectives and targets, and • Deal effectively with queries so as to present a professional, efficient and helpful demeanour
General	<ul style="list-style-type: none"> • Possess a high level of accountability and commitment • Effective time management skills including flexibility and understanding of the requirements of seasonal and event-specific peak demand periods
Qualifications, Experience & Skills	
Qualifications	<ul style="list-style-type: none"> • Current Drivers Licence • Forklift License* • Chemical Handling Certificate* • Relevant Trade Qualification or attainment of Tertiary-level Certificate, Diploma or degree <p>** Licenses are advantageous, but training will be provided where required</p>
Experience & Skills	<ul style="list-style-type: none"> • Previous experience in a similar role, including effective written and verbal communication and reporting skills • Venue operation and maintenance, with a high level of competency and attention to detail • Proficient in the use of Microsoft Office suite, including Outlook, Word and Excel to produce well-structured proposals and project cost analyses • Strong document development and maintenance skills

Organisational Structure



APPROVAL

Manager: _____

Date: _____

Employee: _____

Date: _____

Print Name: _____