

	Position Description – Maintenance Planner		Date: 10 May 2022
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Manager:	Engineering & Maintenance Manager
Direct reports:	Shift Maintenance Team i.e., 3 Mech. Fitters & 3 x Electrical
Role Balance:	Planning - This role requires a strong focus on maintenance planning within the MEX CMMS. On balance the substantial work of your role is to provide sound asset utilization leadership to achieve the required outcomes of the work team through the optimization of resources and skills of the Engineering & Maintenance Team.

1.1 Context

Bisalloy Steels is Australia's only manufacturer of high-tensile and abrasion-resistant quenched and tempered steel plate used for armour, structural and wear-resistant steel applications; products which are marketed under the brand name BISALLOY® and exported to a host of countries throughout Asia, the Middle East, Europe, North America and South America.

Indeed, use of these trusted Bisalloy Steels' products is so widespread that BISALLOY® has become the generic name for quenched and tempered performance steels in Australia and many countries across Asia.

From its base in Unanderra, south of Sydney in NSW, Bisalloy Steels manufactures these products through a highly efficient, continuous flow process and, since beginning operation in 1980, has earned an outstanding international reputation for the quality of its products and technical backup.

As a specialist performance steel manufacturer and supplier, Bisalloy Steels is highly responsive to customer demands and market changes anywhere in the world and is also strongly committed to, and clearly focused on, the crucial task of continuous product development and improvement.

Supplying manufacturers and end-users in a vast array of industries including mining, construction, general fabrication, pressure vessel and defense, Bisalloy Steels distributes its products via a network of distributors across Australia, directly to end users, through its businesses in Indonesia, Thailand and the People's Republic of China, and through agents in at least a dozen countries worldwide.

1.2 Purpose

The Maintenance Planner's role is a key position in Bisalloy's Asset Management Plan to deliver on its business strategy as outlined in the BisAsset Document. The foundation of which is to have reliable plant, easily and quickly repaired, maintained cost effectively and in a condition aligned with the Asset's individual Strategic Asset Management Plan, (SAMP).

The primary purpose of this role is to provide the day-to-day organizational administration through the computerized maintenance management system (MEX) that brings together the

appropriate trade resources, materials and parts and knowledge for the work to be completed safely, to a high standard.

Through this planning requirement, the role will also lead or participate in the organization and administration of the following.

1. Receiving work requests for unplanned work (primarily Breakdowns)
2. Programmed Work Schedules, including the technical detail of the tasks to be completed in each package
3. Condition Based Maintenance Programs whereby results from inspections, audits, measurements and run logs are used to analyze the condition of the asset and a maintenance activity needs to be programmed.
4. Preparing the work packages for the maintenance team, so that there is sufficient guidance on the task to be undertaken, the safety requirements to be complied and the necessary parts are available.
5. Working with the maintenance team and their supervisor to ensure jobs are promptly closed out and any follow up action is planned.

1.3 Specific Responsibilities

1.3.1 Task preparation

- In consultation with the Engineering and Maintenance team, OEM and other support parties develop asset maintenance activities that define the skill sets, parts and technical information, job start permits to complete the activity.
 - These activities may include but are not limited to
 - Programmed Maintenance Work
 - Inspections, Audits and measurements
 - Adjustments, calibration and tuning
 - New Work related to the continuous improvement program

1.3.2 Scheduling

With consideration of the availability of labour, materials and access to the plant, prepare a program of works to be completed by the various resources, including the Bisalloy maintenance team, external contractors and service providers.

The scheduling will take into consideration team rosters, overtime availability and the cost impact on the job. The balancing of the schedule will be performed within the CMMS and changes updated promptly. In general, programmed work shall be scheduled into one of the following work periods

- As soon as possible
 - Safety Related Work – to make safe state
 - Environmental Impact Work – As required
 - Breakdown type work that impacts OEE
- Monthly Programmed Maintenance Shutdown Work (Saturdays)

- Programmed Maintenance and Repairs that require this access
- Special Programmed Maintenance Shutdown Work
 - Easter Shutdown
 - Christmas Shutdown

1.3.3 Procurement

- In consultation with the Maintenance team, take a leading role in the procurement process of parts, spares, materials, contract labour, services by way of negotiating the prices, terms and conditions to the best advantage of Bisalloy and in a professional and ethical manner.

1.3.4 Task Completion Review and Closeout

- Review at the end of each programmed work period, the activities performed and the closeout and service reports from the various maintenance teams. The information will then be entered into the CMMS and analysis in context of past and future activity planned for the asset so that if required, the programmed maintenance program is adjusted.

1.3.5 Technical Support

- As a member of the maintenance and engineering team, the Planner is expected to contribute to the technical body of knowledge of the plant's assets. Further and as with the other team, members, the planner will be supported to develop high level skills in a specific area or technology of the plant so that they may be recognized as the Subject Matter Expert SME.
- The planner will support the team in any way possible including providing direct guidance, training and assessment. SMEs are encouraged to continue their learning as technology evolves.

1.3.6 Communications

- The planner's role is the key responsible for the accuracy and generation of reports for the team. Whilst most reports are expected to originate from the CMMS, the planner is responsible for their accuracy and distribution.
- The planner will review the reports and provide commentary and guidance to the engineering manager regarding areas of concern and opportunities for improvement.

1.4 General Responsibilities

As a senior member of the maintenance and engineering team, the planner is expected to contribute strongly and support the company's business objectives in relation to

1.4.1 Work Health and Safety

Personal responsibility for the well being of themselves and their work colleagues. Appreciates the need for active participation in Bisalloys WHS programs

1.4.2 Housekeeping

1.4.3 Bisalloy Values.

1.5 Interactions

Internal	External
Maintenance Team	Contractors
Production Team	Service Providers
Planning Team	Auditors
Accounts	Suppliers

Essential (Minimum) requirements for Team Leaders Roles

Capability	Level
Skills and Experience	Effective communication skills across a variety of roles. Previous experience in heavy industry. String commercial competency especially in procurement, contract negotiation and tender preparation. Solid Technical competency
Knowledge	Mechanical or Electrical Engineering Maintenance Planning
Wisdom	Makes good decisions based upon a mixture of analysis, wisdom, experience and judgement. Most solutions or suggestions turn out to be correct and accurate when judged over time.
Temperament	Disciplined and well organized. Conscientious - dependable, industrious, efficient and achievement oriented. Emotionally stable - calm, self-confident and cope with stress.
Role balance and valuing the work of the role	This role requires a strong focus on planning. On balance the substantial work of this role is to provide sound decisions & achieve the required outcomes of the Business.

1.6 Key Performance Indicators & Measures

KPI	Measure	Score
Equipment Operational Availability and Effectiveness	OEE	
Maintenance Systems Quality	MTTR	
	MTBR	
Safety	LTIFR	
	FAI	
	Hazards Reported	
	Permits are used correctly all jobs carry the correct permit notification.	
Housekeeping	All Maintenance Areas are tidy, Tools put away.	Visual Audit
Cost Savings	Maintenance Spend on Regular Service Agreement is reduced by 5%	
Continuous Improvement	3 SIPS projects delivered with total return of > \$50K	
Reporting	Daily, Weekly and Monthly Reports are delivered promptly and accurately, within 1 day of period end	
Productivity	All personnel have programmed work to keep them >85% occupied at any one time	