



**Job Title:** Plant Manager/Mechanic/Coordinator

**Reporting to:** Operations Manager

**Competencies:**

Qualifications:

Trade Qualification (Diesel Fitter)  
Current Driver's Licence  
Industry Induction White Card  
First Aid  
Dogman

Experience:

Experience in the Piling/Civil Construction Industry  
Experience in Hydraulics

Abilities:

Excellent communication and organizational skills  
Excellent understanding of Plant specifications & requirements  
Good computer skills  
Competent with keeping registers updated electronically  
Ability to work closely with suppliers (Parts and Materials)  
To work unsupervised  
To be able to work away when required with short notice

**Purpose of the position**

The Plant Manager has an overall management responsibility for all matters relating to the Plant Department including budgeting, resourcing, maintaining, repairing, coordinating, developing and implementing company policies and procedures that are associated with the Plant Department.

The Plant Manager must be contactable out of hours and be willing to participate in an on-call roster providing out of hours support for the immediate coordination of plant repairs, maintenance or replacement on site.

Maintaining, testing and repairing diesel motors and the mechanical parts of heavy plant including drill rigs, earthmoving equipment, piling hammers, cranes, boats, utilities, trucks, and any other associated equipment in our fleet.

**Responsibilities**

- Manage the office administration for the Plant Department.
- Manage the workshop & yard areas. (Both QLD and SA)
- Responsible for ensuring that all activities within the Plant Department comply with Company policies & procedures.
- Procure filters, parts, oils, teeth, tools and small plant.
- Review and action warrantable repairs to plant.
- Ensure all plant utilised by the Company meets all legislative and regulatory requirements and any other requirements which might be required under the operational contracts.
- Establish, manage and monitor all reports and registers for effective management of the Plant Department.
- Review and action weekly plant maintenance diaries.
- Manage the Company Vehicle & Plant register.
- Monitor Company fuel usage.



- Monitor operator and driver performance and make recommendations for improvement.
- Assist with mobilisation and demobilisation of equipment to and from site.
- Managing plant maintenance, inspections and repairs.
- Recording and filing all service reports. Ensuring all reports are kept in the plant, electronically and hard copies in the office.
- Informing Operations Managers about any equipment issues.
- Coordinating the implementation of occupational health and safety requirements associated with the plant department.
- Manage all plant paperwork and registers.
- Maintain the electrical register (including test and tag)
- Maintain the lifting register.
- Maintain the following registers (keys, fuel cards, E-Tolls, survey equipment)
- Maintain MSDS for all Equipment including what's in the containers.
- Be involved in Project Establishment and Disestablishment (including rig erection)
- Assist with the sale of plant and equipment.
- Maintain our marine fleet (including organising surveys)
- Detecting and diagnosing faults in engines and parts and reporting potential breakdowns or repairs required.
- Dismantling and removing engine assemblies, transmissions, steering mechanisms and other components, and checking parts
- Repairing and replacing worn and defective parts and reassembling mechanical components, and referring to service manuals as needed
- Performing scheduled maintenance services, such as oil changes, lubrications and engine tune-ups, to achieve smoother running of vehicles and ensure compliance with pollution regulations
- Reassembling engines and parts after being repaired
- Testing and adjusting mechanical parts after being repaired for proper performance
- Diagnosing and testing parts with the assistance of computers
- Controlling and recording movement of all plant and equipment from yard to site and return
- Controlling the storage of all plants and materials at yard
- Ensuring motor vehicles registrations and stickers are being kept up-to-date
- Performing other duties as directed by the Operations Manager
- Understanding and complying with the relevant company quality, environmental and OHS policies, procedures and work instructions.