

McDonald Smelting, Refining & Petro-Chemical Industries

Remuneration Report (Australasia)

Position descriptions | April 2018



Position Families:

Operations	93	Positions
Operations - Support Services	36	Positions
Technical Services	26	Positions

Position Family: Operations

Operations Management

Head of Mine Site [MCA_00101](#)

Business Improvement

Head of Business Improvement (Ops) [MCA_00615](#)

Business Improvement Facilitator (Ops) [MCA_00616](#)

Maintenance

Head of Maintenance [MCA_00401](#)

Maintenance Superintendent [MCA_00421](#)

Maintenance Supervisor (Combined) [MCA_00433](#)

Maintenance Supervisor (Surface Day) [MCA_00433.S.D](#)

Maintenance Supervisor (Surface Shift - Cont) [MCA_00433.S.SC](#)

Maintenance Supervisor (Surface Shift - Non Cont) [MCA_00433.S.SNC](#)

Senior Maintenance/Reliability Engineer (Combined) [MCA_00442](#)

Senior Maintenance/Reliability Engineer (Surface Day) [MCA_00442.S.D](#)

Senior Maintenance/Reliability Engineer (Surface Shift - Cont) [MCA_00442.S.SC](#)

Senior Maintenance/Reliability Engineer (Surface Shift - Non Cont) [MCA_00442.S.SNC](#)

Experienced Maintenance/Reliability Engineer (Combined) [MCA_00443](#)

Experienced Maintenance/Reliability Engineer (Surface Day) [MCA_00443.S.D](#)

Experienced Maintenance/Reliability Engineer (Surface Shift - Cont) [MCA_00443.S.SC](#)

Experienced Maintenance/Reliability Engineer (Surface Shift - Non Cont) [MCA_00443.S.SNC](#)

Graduate Maintenance/Reliability Engineer (>1 year) [MCA_00444](#)

Graduate Maintenance/Reliability Engineer (<1 year) [MCA_00441](#)

Reliability Technician (Combined) [MCA_00496](#)

Reliability Technician (Surface Day) [MCA_00496.S.D](#)

Reliability Technician (Surface Shift - Cont) [MCA_00496.S.SC](#)

Reliability Technician (Surface Shift - Non Cont) [MCA_00496.S.SNC](#)

Senior Maintenance Planner (Combined) [MCA_00440](#)

Senior Maintenance Planner (Surface Day) [MCA_00440.S.D](#)

Senior Maintenance Planner (Surface Shift - Cont) [MCA_00440.S.SC](#)

Senior Maintenance Planner (Surface Shift - Non Cont) [MCA_00440.S.SNC](#)

Maintenance Planner (Combined) [MCA_00441](#)

Maintenance Planner (Surface Day) [MCA_00441.S.D](#)

Maintenance Planner (Surface Shift - Cont) [MCA_00441.S.SC](#)

Maintenance Planner (Surface Shift - Non Cont) [MCA_00441.S.SNC](#)

Trades Leading Hand (Combined) [MCA_00460](#)

Trades Leading Hand (Surface Day) [MCA_00460.S.D](#)

Trades Leading Hand (Surface Shift - Cont) [MCA_00460.S.SC](#)

Trades Leading Hand (Surface Shift - Non Cont) [MCA_00460.S.SNC](#)

Dual Trade Technician (Combined) [MCA_00467](#)

Dual Trade Technician (Surface Day) [MCA_00467.S.D](#)

Dual Trade Technician (Surface Shift - Cont) [MCA_00467.S.SC](#)

Dual Trade Technician (Surface Shift - Non Cont) [MCA_00467.S.SNC](#)

Mechanical Tradesperson (Combined) [MCA_00461](#)

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Position Family: Operations

Mechanical Tradesperson (Surface Day)	MCA_00461.S.D
Mechanical Tradesperson (Surface Shift - Cont)	MCA_00461.S.SC
Mechanical Tradesperson (Surface Shift - Non Cont)	MCA_00461.S.SNC
Mechanical Tradesperson - Entry (Combined)	MCA_00463
Mechanical Tradesperson - Entry (Surface Day)	MCA_00463.S.D
Mechanical Tradesperson - Entry (Surface Shift - Cont)	MCA_00463.S.SC
Mechanical Tradesperson - Entry (Surface Shift - Non Cont)	MCA_00463.S.SNC
Electrical Tradesperson (Combined)	MCA_00466
Electrical Tradesperson (Surface Day)	MCA_00466.S.D
Electrical Tradesperson (Surface Shift - Cont)	MCA_00466.S.SC
Electrical Tradesperson (Surface Shift - Non Cont)	MCA_00466.S.SNC
Electrical Tradesperson - Entry (Combined)	MCA_00468
Electrical Tradesperson - Entry (Surface Day)	MCA_00468.S.D
Electrical Tradesperson - Entry (Surface Shift - Cont)	MCA_00468.S.SC
Electrical Tradesperson - Entry (Surface Shift - Non Cont)	MCA_00468.S.SNC
Trades Assistant (Combined)	MCA_04691
Trades Assistant (Surface Day)	MCA_04691.S.D
Trades Assistant (Surface Shift - Cont)	MCA_04691.S.SC
Trades Assistant (Surface Shift - Non Cont)	MCA_04691.S.SNC
Apprentice Electrician Year 1	MCA_04681
Apprentice Electrician Year 2	MCA_04682
Apprentice Electrician Year 3	MCA_04683
Apprentice Electrician Year 4	MCA_04684
Apprentice Mechanical Fitter Year 1	MCA_04631
Apprentice Mechanical Fitter Year 2	MCA_04632
Apprentice Mechanical Fitter Year 3	MCA_04633
Apprentice Mechanical Fitter Year 4	MCA_04634
<i>Processing</i>	
Head of Processing	MCA_00301
Process/Mill Superintendent	MCA_00321
Utilities Supervisor	MCA_00331
Utility Operator - Experienced	MCA_00367
Process/Mill Supervisor (Combined)	MCA_00324
Process/Mill Supervisor (Surface Day)	MCA_00324.S.D
Process/Mill Supervisor (Surface Shift - Cont)	MCA_00324.S.SC
Process/Mill Supervisor (Surface Shift - Non Cont)	MCA_00324.S.SNC
Leading Hand Process Technician (Combined)	MCA_00360
Leading Hand Process Technician (Surface Day)	MCA_00360.S.D
Leading Hand Process Technician (Surface Shift - Cont)	MCA_00360.S.SC
Leading Hand Process Technician (Surface Shift - Non Cont)	MCA_00360.S.SNC
Senior Process Operator (Combined)	MCA_00361
Senior Process Operator (Surface Day)	MCA_00361.S.D
Senior Process Operator (Surface Shift - Cont)	MCA_00361.S.SC

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Position Family: Operations

Senior Process Operator (Surface Shift - Non Cont)	MCA_00361.S.SNC
Experienced Process Operator (Combined)	MCA_00362
Experienced Process Operator (Surface Day)	MCA_00362.S.D
Experienced Process Operator (Surface Shift - Cont)	MCA_00362.S.SC
Experienced Process Operator (Surface Shift - Non Cont)	MCA_00362.S.SNC
Entry Process Operator (Combined)	MCA_00363
Entry Process Operator (Surface Day)	MCA_00363.S.D
Entry Process Operator (Surface Shift - Cont)	MCA_00363.S.SC
Entry Process Operator (Surface Shift - Non Cont)	MCA_00363.S.SNC
<i>Environmental Affairs</i>	
Head of Environment (Ops)	MCA_00604
Head of Health, Safety & Environment (Ops)	MCA_00605

Position Family: Operations - Support Services

Administration

Admin Supervisor (Ops)	MCA_01631
Department Administrator - Senior (Ops)	MCA_01632
Departmental Clerk / Administrator (Ops)	MCA_00163
Department Administrator - Entry (Ops)	MCA_01633
Personal Assistant (Ops)	MCA_00161
Receptionist (Ops)	MCA_00162

Finance & Accounting

Head of Administration & Accounting	MCA_00601
Superintendent – Accounting (Ops)	MCA_00650
Senior Accountant (Ops)	MCA_00651
Experienced Accountant (Ops)	MCA_00652
Graduate Accountant (Ops)	MCA_00653
Payroll Officer (Ops)	MCA_00654
Accounts Clerk (Ops)	MCA_00662

Human Resources

Head of Human Resources (Ops)	MCA_00602
Superintendent – Human Resources (Ops)	MCA_00680
Senior Human Resources Adviser (Ops)	MCA_00681
Experienced Human Resources Adviser (Ops)	MCA_00682

Environmental Affairs

Superintendent – Environment (Ops)	MCA_00670
Senior Environmental Adviser (Ops)	MCA_00671
Experienced Environmental Adviser (Ops)	MCA_00672
Graduate Environmental Adviser (Ops)	MCA_00673

Health & Safety

Head of Health & Safety (Ops)	MCA_00603
Superintendent – Health & Safety (Ops)	MCA_00690
Senior Health & Safety Adviser (Ops)	MCA_00691
Experienced Health & Safety Adviser (Ops)	MCA_00692
Training Adviser (Ops)	MCA_00633
Graduate Health & Safety Adviser (Ops)	MCA_00693
Occupational Health Nurse (Ops)	MCA_00663
Emergency Services Officer (Ops)	MCA_00695

Supply

Head of Supply (Ops)	MCA_00621
Supply Supervisor (Ops)	MCA_00622
Supply Superintendent (Ops)	MCA_06211
Contracts Officer (Ops)	MCA_00624
Purchasing Officer (Ops)	MCA_00661
Storeperson (Ops)	MCA_00664
Logistics / Shipping Officer (Ops)	MCA_008841

Position Family: Technical Services

Technical Services Management

Head of Technical Services [MCA_00503](#)

Laboratory

Head of Laboratory [MCA_00305](#)

Chemist / Team Leader (Combined) [MCA_00325](#)

Chemist / Team Leader (Surface Day) [MCA_00325.S.D](#)

Chemist / Team Leader (Surface Shift - Cont) [MCA_00325.S.SC](#)

Chemist / Team Leader (Surface Shift - Non Cont) [MCA_00325.S.SNC](#)

Top Laboratory Technician (Combined) [MCA_00365](#)

Top Laboratory Technician (Surface Day) [MCA_00365.S.D](#)

Top Laboratory Technician (Surface Shift - Cont) [MCA_00365.S.SC](#)

Top Laboratory Technician (Surface Shift - Non Cont) [MCA_00365.S.SNC](#)

Laboratory Technician (Combined) [MCA_00366](#)

Laboratory Technician (Surface Day) [MCA_00366.S.D](#)

Laboratory Technician (Surface Shift - Cont) [MCA_00366.S.SC](#)

Laboratory Technician (Surface Shift - Non Cont) [MCA_00366.S.SNC](#)

Process Engineering

Senior Process Engineer (Combined) [MCA_00341](#)

Senior Process Engineer (Surface Day) [MCA_00341.S.D](#)

Senior Process Engineer (Surface Shift - Cont) [MCA_00341.S.SC](#)

Senior Process Engineer (Surface Shift - Non Cont) [MCA_00341.S.SNC](#)

Experienced Process Engineer (Combined) [MCA_00342](#)

Experienced Process Engineer (Surface Day) [MCA_00342.S.D](#)

Experienced Process Engineer (Surface Shift - Cont) [MCA_00342.S.SC](#)

Experienced Process Engineer (Surface Shift - Non Cont) [MCA_00342.S.SNC](#)

Graduate Process Engineer (>1 year) [MCA_00343](#)

Graduate Process Engineer (<1 year) [MCA_03431](#)

Project Engineering

Senior Project Engineer (Ops) (Combined) [MCA_00545](#)

Drafting

Experienced Draftsperson [MCA_00572](#)

Position Description

Position title: Head of Mine Site
Position code: MCA_00101
Career level: 7

Responsible for

Providing overall management, direction and coordination of all aspects of site operations.

Report to

Chief Executive Officer or Head of Operations (Corporate)

Supervises

Mine operations, technical & commercial team.

Main activities

- Normally responsible for all aspects of site operations encompassing:
- mine production and mine planning;
- quality control;
- ore processing, gold recovery and (if applicable) other mineral recovery;
- maintenance of fixed and mobile plant and other facilities;
- camp or township administration;
- budgeting, cost control and asset management; and
- direction, motivation and health of the workforce.
- These activities may be carried out directly, or through other senior staff or contract personnel.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are expected to be tertiary graduates in mining engineering, geology or metallurgy with appropriate state certification for underground or open cut mining activities.

Other comments

Alternative Titles: Resident Manager, Operations Manager, Mine Manager or General Manager. This is a surface position located at an open cut or underground mine at an operating site.

Position Description

Position title: Head of Business Improvement (Ops)
Position code: MCA_00615
Career level: 5

Responsible for

The purpose of this role is to take the lead in providing process improvement support to the operations through the application of business improvement principles (e.g. Lean and Six Sigma principles).

Report to

Head of Mine Site, Corporate Executive.

Supervises

A small professional team at site.

Main activities

- leading business improvement initiatives with process owners including Kaizen events and workshops;
- leading management in culturally embedding business improvement philosophy such as LEAN/Six Sigma;
- coordinating resources to enable the application of processes to eliminate waste;
- implementing and sustaining business improvement strategies and processes that promote an improvement culture across the operation;
- mentoring the team leaders and facilitators to identify, deliver and manage business improvement projects; and
- preparing and managing Business Improvement team budgets.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally have extensive experience in the application of business improvement systems such as Lean (Toyota Production System) Principles and/or knowledge of Six Sigma methodology. Relevant tertiary qualifications.

Other comments

Alternative Titles: Business Improvement Manager, Continuous Improvement (CI) Manager, BI Team Leader. Usually significant relevant operational experience and tertiary qualifications in engineering.

Position Description

Position title: Business Improvement Facilitator (Ops)
Position code: MCA_00616
Career level: 3

Responsible for

The purpose of this role is to lead and facilitate project teams to identify and effectively resolve problems resulting in measurable and sustainable business improvements at site.

Report to

Head of Business Improvement, Head of Mine Site, Manager Mine Operations Improvement.

Supervises

The incumbent may be part of a team, lead a team of professionals or co-ordinate a number of small teams of professional staff engaged in business outcomes.

Main activities

- identifying, leading and participating in projects to improve the effectiveness of the operations;
- facilitating projects and workshops to teach improvement skills;
- coaching, training and mentoring a team of selected staff to identify and manage business improvement projects;
- providing coaching and guidance to team members who are working on their business improvement qualifications;
- managing the implementation of the selected methodology (e.g. LEAN/Six Sigma) for problem solving within the organisation;
- identifying, collecting, analysing and interpreting relevant information to support effective decision making & conducting a performance reporting system; and
- preparing and managing Business Improvement team budgets to achieve business outcomes.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are normally tertiary qualified in a business or technical discipline, have experience in the application of Lean Principles and/or knowledge of Six Sigma methodology and will have strong communication, analytical & financial management skills.

Other comments

Alternative Titles: Continuous Improvement (CI) Specialist, Business Improvement Analyst, Superintendent Business Improvement.

Position Description

Position title: Head of Maintenance
Position code: MCA_00401
Career level: 6

Responsible for

Managing the maintenance requirements of the mine site, coal preparation plant and all ancillaries.

Report to

Head of Mine Site.

Supervises

Maintenance delivery & planning team.

Main activities

- Normally responsible for the maintenance of all equipment to ensure production targets are met by:
- maintenance scheduling of mobile and fixed plant;
- development and implementation of preventative maintenance programs;
- maintenance of camp facilities;
- modification of equipment and upgrade of existing facilities;
- in some operations, undertaking or supervising minor capital works; and
- ensuring a safe and healthy working environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are expected to hold a relevant trades qualification (with supervisory experience) or a tertiary degree in engineering.

Other comments

Alternative Titles: Maintenance Manager

Position Description

Position title: Maintenance Superintendent
Position code: MCA_00421
Career level: 4

Responsible for

To coordinate shift maintenance activities in all areas so that continuity of operations is achieved in accordance with budget output & quality objectives.

Report to

Manager Asset Integrity/Reliability.

Supervises

Maintenance Supervisors and Maintenance Planners

Main activities

- setting goals & coordinating the activities of Maintenance Supervisors;
- identifying maintenance requirements and improvements ;
- ensuring adequate resources are available for meeting scheduled & repair / breakdown maintenance;
- planning shutdowns to optimise costs & availability;
- supervising maintenance activities & ensuring safe & healthy work practices are followed ;
- liaison with operations departments to ensure optimal equipment & plant availability;
- working with onshore support engineers to assist in resolution of technical maintenance issues; and,
- liaison with procurement/stores/logistics to oversee inventory and ensure availability of required materials for maintenance.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

May have a tertiary degree or advanced trades certificates. Selection is determined by experience & the demonstration of supervisory skills.

Other comments

Alternative Titles: Senior Maintenance Supervisor, Mechanical Superintendent, Electrical Superintendent.

Position Description

Position title: Maintenance Supervisor (Combined)
Position code: MCA_00433
Career level: 3

Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

Report to

Maintenance Superintendent.

Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Maintenance Supervisor (Surface Day)
Position code: MCA_00433.S.D
Career level: 3

Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

Report to

Maintenance Superintendent.

Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Supervisor (Surface Shift - Cont)
Position code: MCA_00433.S.SC
Career level: 3

Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

Report to

Maintenance Superintendent.

Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Supervisor (Surface Shift - Non Cont)**Position code:** MCA_00433.S.SNC**Career level:** 3

Responsible for

To provide direct supervision of the activities of tradespersons/technicians (including contractors) & ancillary personnel.

Report to

Maintenance Superintendent.

Supervises

Normally this is the first level of supervision of trades employees & / or contractors.

Main activities

- Key activities can include:
- supervising maintenance tasks as allocated through the maintenance schedules;
- providing technical support as required for problem solving maintenance issues;
- identifying maintenance requirements and improvements;
- managing contractors to complete maintenance projects (small projects);
- monitoring the work scheduling & supervision of tradespersons / technicians in maintenance activities;
- ensuring maintenance coverage for breakdowns;
- ordering adequate spares, materials and consumables; and,
- ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate (mechanical, instrument/electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. High calibre of technical competence; demonstrated supervisory skills.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Combined)
Position code: MCA_00442
Career level: 4

Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering input to scheduled and breakdown maintenance activities.

Report to

Manager Asset Integrity / Reliability.

Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

Other comments

Alternative Titles: Senior Maintenance Engineer. This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Day)
Position code: MCA_00442.S.D
Career level: 4

Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering input to scheduled and breakdown maintenance activities.

Report to

Manager Asset Integrity / Reliability.

Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

Other comments

Alternative Titles: Senior Maintenance Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Shift - Cont)
Position code: MCA_00442.S.SC
Career level: 4

Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering input to scheduled and breakdown maintenance activities.

Report to

Manager Asset Integrity / Reliability.

Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

Other comments

Alternative Titles: Senior Maintenance Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance/Reliability Engineer (Surface Shift - Non Cont)
Position code: MCA_00442.S.SNC
Career level: 4

Responsible for

This position works in conjunction with the Maintenance Superintendent & Senior Maintenance Planner to develop & maintain preventative maintenance programs that ensure the ongoing reliability of plant and equipment, & to provide engineering input to scheduled and breakdown maintenance activities.

Report to

Manager Asset Integrity / Reliability.

Supervises

Experienced and Graduate Reliability / Asset Integrity Engineers.

Main activities

- Key activities can include:
- developing & implementing preventative maintenance programs;
- controlling engineering costs & purchases;
- preparing estimates & budgets;
- setting engineering standards & defining maintenance engineering procedures;
- overseeing major maintenance programs to ensure safety, quality, cost effectiveness & timeliness;
- managing plant and equipment integrity in accordance with relevant company standards;
- supervising contracts for the maintenance and modification of plants; and,
- facilitating failure investigations and actions to address any identified reliability issues.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree or diploma in an Engineering discipline. Typically 8 to 10 years' of experience in major processing plant maintenance.

Other comments

Alternative Titles: Senior Maintenance Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Combined)
Position code: MCA_00443
Career level: 3

Responsible for

To provide maintenance engineering expertise to operations.

Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. This position contains all variations of work environments and work patterns.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Day)
Position code: MCA_00443.S.D
Career level: 3

Responsible for

To provide maintenance engineering expertise to operations.

Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Shift - Cont)
Position code: MCA_00443.S.SC
Career level: 3

Responsible for

To provide maintenance engineering expertise to operations.

Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Experienced Maintenance/Reliability Engineer (Surface Shift - Non Cont)
Position code: MCA_00443.S.SNC
Career level: 3

Responsible for

To provide maintenance engineering expertise to operations.

Report to

Senior Reliability/Asset Integrity Engineer or Manager Asset Integrity / Reliability.

Supervises

May supervise Graduate Engineers. This position works in conjunction with the Maintenance Supervisor & Maintenance Planners.

Main activities

- Key activities can include:
- implementing preventative maintenance programs;
- monitoring engineering costs & purchases;
- conducting major maintenance programs ensuring safety, quality, cost effectiveness & timeliness;
- supervising contracts for the maintenance and modification of plant; and,
- liaison with procurement / stores to oversee inventory and ensure availability of required materials for maintenance.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or diploma in an Engineering discipline. Incumbents are normally expected to have 4 to 7 years' experience.

Other comments

Alternative Titles: Maintenance Engineer; Asset Integrity Engineer. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Graduate Maintenance/Reliability Engineer (>1 year)
Position code: MCA_00444
Career level: 2

Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

Report to

Senior Reliability / Asset Integrity Engineer or Experienced Reliability / Asset Integrity Engineer.

Supervises

Nil.

Main activities

- Normally works under professional supervision and is responsible for:
- implementing of preventative maintenance programs;
- supervising shutdown maintenance programs; and,
- assisting with the overview of major maintenance programs to ensure quality, cost effectiveness & timeliness.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a tertiary degree in an Engineering discipline.

Other comments

Alternative Titles: Graduate Mechanical or Graduate Electrical Engineer; Asset Integrity Engineer.

Position Description

Position title: Graduate Maintenance/Reliability Engineer (<1 year)
Position code: MCA_04441
Career level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Reliability / Asset Integrity Engineer or Experienced Reliability / Asset Integrity Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Engineering tertiary qualification.

Other comments

Position Description

Position title: Reliability Technician (Combined)
Position code: MCA_00496
Career level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Reliability Technician (Surface Day)
Position code: MCA_00496.S.D
Career level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Reliability Technician (Surface Shift - Cont)
Position code: MCA_00496.S.SC
Career level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Reliability Technician (Surface Shift - Non Cont)
Position code: MCA_00496.S.SNC
Career level: 2

Responsible for

To monitor the performance of components of fixed and mobile plant and record data as input to preventative maintenance programs.

Report to

Experienced Maintenance Engineer, Maintenance Supervisor or Maintenance Planner.

Supervises

Nil

Main activities

- assisting in developing testing methods and schedules;
- facilitating the building of test equipment, test stands and fixtures as required;
- installing and calibrating testing and measuring equipment;
- performing data collection and analyses utilising various applications;
- collecting and arranging the analyses of oil and other materials;
- logging and reporting test results and measurements;
- liaison with Maintenance Supervisors and tradespersons regarding equipment being monitored;
- liaison with monitoring equipment and materials suppliers; and
- liaison with external testing facilities as appropriate.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent has trade qualifications as a minimum together with formal training in specialist areas such as Vibration Analysis, Lubrication / Oil Analysis and exposure to reliability Centred Maintenance. Experience in maintenance and reliability in heavy industry.

Other comments

Alternative Titles: Condition Monitoring Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Combined)
Position code: MCA_00440
Career level: 3

Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

Report to

Head of Maintenance, Maintenance Superintendent.

Supervises

Maintenance Planner.

Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers. This position contains all variations of work environments and work patterns.

Position Description

Position title: Senior Maintenance Planner (Surface Day)
Position code: MCA_00440.S.D
Career level: 3

Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

Report to

Head of Maintenance, Maintenance Superintendent.

Supervises

Maintenance Planner.

Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Surface Shift - Cont)
Position code: MCA_00440.S.SC
Career level: 3

Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

Report to

Head of Maintenance, Maintenance Superintendent.

Supervises

Maintenance Planner.

Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Senior Maintenance Planner (Surface Shift - Non Cont)
Position code: MCA_00440.S.SNC
Career level: 3

Responsible for

This position works in conjunction with Maintenance Superintendents and Supervisors to develop and implement planned maintenance schedules for all plant and equipment.

Report to

Head of Maintenance, Maintenance Superintendent.

Supervises

Maintenance Planner.

Main activities

- establishing, reviewing and improving maintenance planning procedures and processes;
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and maintaining planned maintenance schedules for plant and equipment;
- maintaining computer based scheduling systems and records;
- reviewing, prioritising and scheduling work orders;
- planning organising and monitoring planned shut - down maintenance;
- liaison with, and scheduling of, maintenance contractors;
- ensuring the availability of adequate supplies of parts and materials to meet planned maintenance requirements; and
- allocating work and monitoring the performance of Maintenance Planners.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold trades qualifications. Incumbents have proven planning and organising experience and are familiar with planned maintenance systems and computerised scheduling systems.

Other comments

EXCLUDE tertiary qualified Planned Maintenance Engineers. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Combined)
Position code: MCA_00441
Career level: 2

Responsible for

Providing a comprehensive planning service to the maintenance department.

Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

Supervises**Main activities**

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Maintenance Planner (Surface Day)
Position code: MCA_00441.S.D
Career level: 2

Responsible for

Providing a comprehensive planning service to the maintenance department.

Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

Supervises**Main activities**

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Surface Shift - Cont)
Position code: MCA_00441.S.SC
Career level: 2

Responsible for

Providing a comprehensive planning service to the maintenance department.

Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

Supervises**Main activities**

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Maintenance Planner (Surface Shift - Non Cont)
Position code: MCA_00441.S.SNC
Career level: 2

Responsible for

Providing a comprehensive planning service to the maintenance department.

Report to

Head of Maintenance or other line operating department head e.g. Head of Ore Processing.

Supervises

Main activities

- This position works in conjunction with the Maintenance Supervisor and is responsible for:
- establishing and maintaining a maintenance history for all plant and equipment;
- establishing and monitoring planned maintenance schedules for plant and equipment;
- reviewing, prioritising and scheduling work orders; and
- planning, organising and monitoring planned shut-down maintenance.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a trades qualification with proven planning and organising experience. Incumbents are typically familiar with computerised scheduling systems.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Combined)
Position code: MCA_00460
Career level: 3

Responsible for

To assist the Maintenance Supervisor with the allocation and monitoring of daily activities of tradespersons.

Report to

Maintenance Supervisor.

Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Holds trades certificate. Selection is determined by experience and demonstrated competence.

Other comments

May act as an alternate to the Maintenance Supervisor .This position contains all variations of work environments and work patterns.

Position Description

Position title: Trades Leading Hand (Surface Day)
Position code: MCA_00460.S.D
Career level: 3

Responsible for

To assist the Maintenance Supervisor with the allocation and monitoring of daily activities of tradespersons.

Report to

Maintenance Supervisor.

Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Holds trades certificate. Selection is determined by experience and demonstrated competence.

Other comments

May act as an alternate to the Maintenance Supervisor. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Surface Shift - Cont)
Position code: MCA_00460.S.SC
Career level: 3

Responsible for

To assist the Maintenance Supervisor with the allocation and monitoring of daily activities of tradespersons.

Report to

Maintenance Supervisor.

Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Holds trades certificate. Selection is determined by experience and demonstrated competence.

Other comments

May act as an alternate to the Maintenance Supervisor. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Leading Hand (Surface Shift - Non Cont)
Position code: MCA_00460.S.SNC
Career level: 3

Responsible for

To assist the Maintenance Supervisor with the allocation and monitoring of daily activities of tradespersons.

Report to

Maintenance Supervisor.

Supervises

Mechanical / Electrical Tradespersons and Mechanical / Electrical Tradespersons Entry.

Main activities

- work scheduling and supervision of tradespersons in maintenance activities;
- allocating maintenance coverage for breakdowns ;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required;
- ensuring requisite materials, including safety equipment, are available to team members; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Holds trades certificate. Selection is determined by experience and demonstrated competence.

Other comments

May act as an alternate to the Maintenance Supervisor. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Combined)
Position code: MCA_00467
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisors.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). This position contains all variations of work environments and work patterns.

Position Description

Position title: Dual Trade Technician (Surface Day)
Position code: MCA_00467.S.D
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisors.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Surface Shift - Cont)
Position code: MCA_00467.S.SC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisors.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Dual Trade Technician (Surface Shift - Non Cont)
Position code: MCA_00467.S.SNC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisors.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents hold dual trade qualifications (e.g. instrument and electrical) with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. The incumbent is typically a skilled tradesperson with hydrocarbon and/or LNG plant experience with a strong background in instrument, controls and electrical equipment.

Other comments

Alternative Titles: Maintenance Technician (Dual Trades). To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Combined)
Position code: MCA_00461
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. OR if applicable Hydrocarbons and/or LNG experience.

Other comments

Alternative Titles: Mechanical Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Mechanical Tradesperson (Surface Day)**Position code:** MCA_00461.S.D**Career level:** 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Surface Shift - Cont)
Position code: MCA_00461.S.SC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson (Surface Shift - Non Cont)
Position code: MCA_00461.S.SNC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Mechanical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Combined)
Position code: MCA_00463
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises

Main activities

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. This position contains all variations of work environments and work patterns.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Day)
Position code: MCA_00463.S.D
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises

Main activities

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Shift - Cont)
Position code: MCA_00463.S.SC
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Mechanical Tradesperson - Entry (Surface Shift - Non Cont)
Position code: MCA_00463.S.SNC
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing or examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- undertaking repairs or component changeouts as required; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a trade certificate plus appropriate specialist qualifications (e.g. specialist welding or rigging certification). Limited specific site or industry experience.

Other comments

Alternative Titles: Specialist Welder; Mechanical Fitter; Fitter / Welder; Boilermaker Welder; Gas Fitter. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Combined)

Position code: MCA_00466

Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators. In hydrocarbons and LNG, the incumbent is typically a skilled tradesperson with a strong background in instrument, controls and electrical equipment.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Electrical Tradesperson (Surface Day)
Position code: MCA_00466.S.D
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Surface Shift - Cont)
Position code: MCA_00466.S.SC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson (Surface Shift - Non Cont)
Position code: MCA_00466.S.SNC
Career level: 2

Responsible for

To carry out preventive and breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor.

Supervises

May supervise apprentices.

Main activities

- Key activities can include:
- inspecting work area and plant for hazards, damage and defects;
- examining drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- estimating time & materials required to complete jobs;
- raising orders for materials;
- diagnosing faults or breakdowns;
- undertaking repairs or component changeouts as required;
- cleaning and maintenance of tools and work area;
- ensuring a safe & healthy work environment; and,
- training of other personnel or apprentices (if required).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents normally hold a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines and power generators.

Other comments

Alternative Titles: Instrument Technician, Electrical Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Combined)
Position code: MCA_00468
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises

Main activities

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. This position contains all variations of work environments and work patterns.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Day)
Position code: MCA_00468.S.D
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Shift - Cont)
Position code: MCA_00468.S.SC
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises

Main activities

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Electrical Tradesperson - Entry (Surface Shift - Non Cont)
Position code: MCA_00468.S.SNC
Career level: 2

Responsible for

To carry out preventive & breakdown maintenance to fixed plant.

Report to

Maintenance Supervisor or Trades Leading Hand.

Supervises**Main activities**

- Specific duties include:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component changeouts as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents preferably hold dual electrical / instrumentation trade qualifications. Alternatively they will hold electrical or instrumentation qualifications plus appropriate specialist qualifications (e.g. certification in high voltage, telecommunications or instrumentation). Limited specific site or industry experience.

Other comments

Alternative Titles: Electrical or Instrumentation Technician. To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Assistant (Combined)
Position code: MCA_04691
Career level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Trades Assistant (Surface Day)**Position code:** MCA_04691.S.D**Career level:** 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Assistant (Surface Shift - Cont)
Position code: MCA_04691.S.SC
Career level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Trades Assistant (Surface Shift - Non Cont)
Position code: MCA_04691.S.SNC
Career level: 2

Responsible for

To assist electrical or mechanical tradespersons with the preventative and breakdown maintenance of fixed and/or mobile plant and/or camp facilities.

Report to

Maintenance Supervisor

Supervises**Main activities**

- inspection of work area and plant for hazards, damage and defects;
- cleaning and maintenance of tools and work area;
- load and unload containers / trucks (forklift work);
- moving machinery / parts to / from workshop and storage yard / warehouse;
- perform assembly and dismantling operations, such as screwing or bolting;
- solder or spot weld components using electrical spot or butt welding machines;
- operate power hammers, presses or other cutting and shaping tools and machines;
- transport tools, materials and work pieces to and from sites or workbenches;
- hand tools to tradespersons and hold tools not immediately required;
- assist tradespersons as and when required;
- housekeeping and any other duties that may arise on a day to day basis.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Trades Assistants must be well organised and able to perform a variety of different tasks throughout the day. May hold forklift and / or other basic machinery licenses / tickets. Incumbents will possess mechanical aptitude with experience in a similar position and / or in a workshop environment.

Other comments

To match an incumbent to this position, they need to be physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at either an open cut or underground mine.

Position Description

Position title: Apprentice Electrician Year 1
Position code: MCA_04681
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- digging trenches for underground electrical conduit;
- load/unload equipment and materials;
- pull wire and install electrical devices;
- learn how to bend conduit and install it;
- getting material to assist qualified tradespersons complete tasks; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

- The purpose of an apprenticeship is to provide an individual with the opportunity to develop skills and knowledge in a particular trade through completing on the job training with a host employer and completing an approved course of formal training through a registered training provider such as TAFE

Internal contacts**External contacts****Typical experience**

Entry level role with no, or limited, experience, within first year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 2
Position code: MCA_04682
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises

Main activities

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Limited experience, within second year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 3
Position code: MCA_04683
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Limited experience, within third year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Electrician Year 4
Position code: MCA_04684
Career level: 2

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Electrical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Limited experience, within forth year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment such as compressors, turbines, power generators, instrument, controls and electrical equipment.

Other comments

This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 1
Position code: MCA_04631
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- digging trenches;
- load/unload equipment and materials;
- pull wire and install mechanical devices;
- getting material to assist qualified tradespersons complete tasks;
- learning mechanical technician techniques and applying knowledge; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Entry level role with no, or limited, experience, within first year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 2
Position code: MCA_04632
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Limited experience, within second year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 3
Position code: MCA_04633
Career level: 1

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Limited experience, within third year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Apprentice Mechanical Fitter Year 4
Position code: MCA_04634
Career level: 2

Responsible for

To assist in carrying out preventive and breakdown maintenance to fixed plant whilst developing skills and knowledge in their particular trade.

Report to

Mechanical Tradesperson or Trades Leading Hand

Supervises**Main activities**

- Specific duties may include, under direction of a qualified tradesperson:
- inspecting work area & plant for hazards, damage & defects;
- preparing examining blueprints, drawings or specifications to determine work methods, sequence of activities or manufacture of components;
- diagnosing faults or breakdowns;
- estimating time & materials required to complete jobs & raising of orders;
- undertaking repairs or component change outs as required to minimise plant downtime; and
- cleaning & maintenance of tools & work area.
- completion of formal qualification through registered training provider

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Limited experience, within forth year of apprenticeship. Normally working toward a single trade qualification with specialised training in maintenance of critical equipment (e.g. specialist welding or rigging).

Other comments

Apprenticeship may be in a particular specialisation e.g. fitter & machinist, welding, boilermaker, gas fitter. This role may be located in an Underground or Surface workshop.

Position Description

Position title: Head of Processing
Position code: MCA_00301
Career level: 6

Responsible for

Effectively managing all aspects of the continuous production process to achieve planned production levels at optimum cost while meeting agreed quality.

Report to

Head of Mine Site.

Supervises

Process operations, maintenance & technical team.

Main activities

- Normally responsible for all aspects of continuous and efficient processing and associated laboratory services encompassing:
- direct supervision of process supervisors;
- ensuring plant production volume, cost and quality are on budget;
- crushing, processing and assaying of ore;
- on gold mines, gold recovery and security;
- planning or undertaking maintenance on plant (and in some organisations, maintenance around the entire operation);
- technical input into the development or acquisition of new processing plant or processes; and
- ensuring a safe and healthy working environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Significant relevant experience. Incumbents are expected to be tertiary graduates in metallurgy, chemical or process engineering, or related discipline. May require appropriate State Certificate of Competency and appointment as Mining Official or Plant Manager.

Other comments

Alternative Titles: Mill, Plant or Metallurgical Superintendent or Mill Manager. This is a surface position located at an open cut or underground mine or separate processing facility.

Position Description

Position title: Process/Mill Superintendent
Position code: MCA_00321
Career level: 4

Responsible for

This is the second line of supervision and is found in operations where staff supervisors are rostered on continuous shifts.

Report to

Head of Ore Processing.

Supervises

Gold Room Supervisor & Mill Supervisor

Main activities

- Major responsibilities are the rostering of employees and ensuring all resources are available for the back shifts.
- Typically the position is responsible for gold room activities.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents are normally selected on the basis of extensive experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill General Supervisor, Production Supervisor.

Position Description

Position title: Utilities Supervisor
Position code: MCA_00331
Career level: 3

Responsible for

To supervise the operation of power, steam or acid plants.

Report to

Production / Process Superintendent or a Utilities Superintendent (if employed).

Supervises

Utility Operators & Technicians.

Main activities

- direct supervision of Utility Operators;
- generation & reticulation of services (power, water & steam) to the operations;
- problem solving supply interruptions or delays;
- rostering & training of employees;
- identifying maintenance requirements & planning for maintenance activities including all isolation / permitting activities;
and
- ensuring a safe & healthy work environment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are required to hold certification for the operation of boiler equipment or gas / steam turbines. Selection of incumbents would normally be on the basis of relevant operational experience & demonstrated supervisory skills.

Other comments

Alternative Titles: Power Station Supervisor or Acid Plant Supervisor.

Position Description

Position title: Utility Operator - Experienced
Position code: MCA_00367
Career level: 2

Responsible for

To operate plant & equipment generating & reticulating services including power, steam, acid or water through effective problem-solving on the job.

Report to

Utilities Supervisor

Supervises

Nil. (May assist in training others).

Main activities

- Duties include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- regular sampling, testing or supply control activities;
- adjusting & balancing generation & reticulation processes to meet production needs through computerised process control;
- starting up, shutting down, monitoring & adjustment of boiler equipment & turbines;
- responding appropriately to malfunctions or anomalies in the generation process;
- training other personnel;
- maintaining accurate records of sampling / supply control; and
- arranging isolation of plant & permits for maintenance activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are required to hold certification for the operation of boiler equipment or gas / steam turbines. Extensive operating experience.

Other comments

Alternative Titles: Senior Utility Operator, Powerhouse Operator or Control Room Operator. This is the top level of operator on shift responsible for the generation & reticulation of services including power, steam or water.

Position Description

Position title: Process/Mill Supervisor (Combined)
Position code: MCA_00324
Career level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

Day crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Process/Mill Supervisor (Surface Day)
Position code: MCA_00324.S.D
Career level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

Day crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Process/Mill Supervisor (Surface Shift - Cont)
Position code: MCA_00324.S.SC
Career level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Process/Mill Supervisor (Surface Shift - Non Cont)
Position code: MCA_00324.S.SNC
Career level: 3

Responsible for

Supervising day-to-day operations in a mill.

Report to

Head of Ore Processing.

Supervises

crew team.

Main activities

- Normally this is the first level of supervision of operations employees and is typically responsible for:
- reagent mixing and storage;
- disposal of tailings;
- ordering processing plant stores;
- rostering and training of employees;
- identifying maintenance requirements and planning for maintenance activities; and
- ensuring a safe and healthy work environment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection of incumbents would normally be on the basis of relevant operational experience and demonstrated supervisory skills.

Other comments

Alternative Titles: Mill Foreman or Senior Mill Foreman, Production or Process Supervisor. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Leading Hand Process Technician (Combined)
Position code: MCA_00360
Career level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises**Main activities**

- leading a team of process operators to achieve planned outputs;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required
- ensuring requisite materials, including safety equipment, are available to team members;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection is determined by experience and demonstrated competence.

Other comments

This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Day)
Position code: MCA_00360.S.D
Career level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises

Main activities

- leading a team of process operators to achieve planned outputs;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required
- ensuring requisite materials, including safety equipment, are available to team members;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Shift - Cont)
Position code: MCA_00360.S.SC
Career level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises

Main activities

- leading a team of process operators to achieve planned outputs;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required
- ensuring requisite materials, including safety equipment, are available to team members;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Leading Hand Process Technician (Surface Shift - Non Cont)
Position code: MCA_00360.S.SNC
Career level: 3

Responsible for

To assist the Process / Mill Supervisor with the allocation and monitoring of shift activities of process personnel.

Report to

Process / Mill Supervisor or Mill Superintendent.

Supervises**Main activities**

- leading a team of process operators to achieve planned outputs;
- inspecting the workplace for hazards and promoting safe work practices;
- resolving on the job work issues;
- instructing team members in work practices;
- ensuring work procedures are followed;
- relieving team members in the work place as required
- ensuring requisite materials, including safety equipment, are available to team members;
- maintaining daily production records for team; and
- referring unresolved issues and problems to the supervisor.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Selection is determined by experience and demonstrated competence.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site. May act as an alternate to the Process / Mill Supervisor.

Position Description

Position title: Senior Process Operator (Combined)
Position code: MCA_00361
Career level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Process Operator (Surface Day)
Position code: MCA_00361.S.D
Career level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Operator (Surface Shift - Cont)
Position code: MCA_00361.S.SC
Career level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. This position is located within an underground, open cut mine or surface environment at an operating site.

Position Description

Position title: Senior Process Operator (Surface Shift - Non Cont)
Position code: MCA_00361.S.SNC
Career level: 2

Responsible for

To operate process plant & equipment through effective problem-solving on the job.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil. May assist in training others.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- adjusting process through computerised process control to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production circuit;
- making appropriate responses to malfunctions or anomalies in the production process
- training of other personnel;
- maintaining accurate records of sampling / quality control; and
- isolating & permitting of plant for maintenance purposes.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed a structured plant-specific training program, or may have Workplace Trainer qualifications. May hold Certificate in Metalliferous Mining Operations (Processing) or equivalent Coal industry qualification. Broad on the job experience.

Other comments

Alternative Titles: Senior Process Operator, Control Room Operator, Senior Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Combined)
Position code: MCA_00362
Career level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Process Operator (Surface Day)
Position code: MCA_00362.S.D
Career level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Surface Shift - Cont)
Position code: MCA_00362.S.SC
Career level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Operator (Surface Shift - Non Cont)
Position code: MCA_00362.S.SNC
Career level: 2

Responsible for

To maintain optimum process efficiencies by monitoring & adjusting process controls in various parts of the operation.

Report to

Production / Process/Mill Supervisor.

Supervises

Nil.

Main activities

- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- starting up, shutting down, monitoring & adjusting the production process;
- making appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may be undertaking a plant-specific training program. May hold Certificate II in Metalliferous Mining (Processing) and training toward Certificate III in Metalliferous Mining Operations (Processing). Substantial on the job experience. Able to efficiently operate two or more sections of the plant.

Other comments

Alternative Titles: Experienced Mill Operator. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Combined)
Position code: MCA_00363
Career level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level.

Position Description

Position title: Entry Process Operator (Surface Day)
Position code: MCA_00363.S.D
Career level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Surface Shift - Cont)
Position code: MCA_00363.S.SC
Career level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Entry Process Operator (Surface Shift - Non Cont)
Position code: MCA_00363.S.SNC
Career level: 1

Responsible for

To monitor & adjust process controls in various parts of the operation.

Report to

Production / Process Supervisor/Mill. May receive day-to-day training in job skills from other technicians or designated trainers.

Supervises

Nil.

Main activities

- Under supervision duties may include:
- inspecting the workplace to identify & correct hazards & equipment failures;
- undertaking regular sampling, testing & other quality control activities;
- adjusting the process to meet production parameters;
- starting up, shutting down, monitoring & adjusting the production process;
- learning appropriate responses to malfunctions or anomalies in the production process; and
- maintaining accurate records of sampling / quality control.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents may be undertaking a plant-specific training program. May be training toward Certificate II in Metalliferous Mining (Processing). Limited on the job experience. May hold external post-secondary certification.

Other comments

Alternative Titles: Mill Operator – Entry Level. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Head of Environment (Ops)
Position code: MCA_00604
Career level: 6

Responsible for

To develop, implement & maintain environmental policies & programs to meet company policies & legislative requirements.

Report to

Head of Mine Site.

Supervises

May supervise senior environmental scientists, engineers & field-based staff.

Main activities

- This is the most senior position on site responsible for the development & application of environmental policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate environmental policy;
- development of programs for environmental monitoring & reporting & identification of potential issues;
- development & implementation of studies in new areas of operations;
- development & implementation of rehabilitation programs;
- procuring equipment & services to perform audit, monitoring & rehabilitation programs;
- liaison with relevant government departments & other external organisations on environmental matters; and
- preparing reports, recommendations and submissions for Company management & Government.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent normally holds a degree in (environmental) science or engineering & extensive relevant experience.

Other comments

Alternative Titles: Environmental Manager. This is a Departmental Head & part of the site management team.

Position Description

Position title: Head of Health, Safety & Environment (Ops)
Position code: MCA_00605
Career level: 6

Responsible for

To develop, implement & maintain OHS & E policies & programs to meet company policies & legislative requirements.

Report to

Head of Mine Site.

Supervises

Occupational health, safety & environmental personnel & consultants.

Main activities

- Duties include:
- conducting audits & identification of potential environmental issues;
- calibrating & maintaining required equipment;
- conducting & reporting on prescribed monitoring programs (e.g. noise & dust);
- developing & implementing rehabilitation programs;
- conducting safety inductions for new employees & contractors;
- ensuring serviceability of all safety equipment;
- the development and implementation of risk management methodologies, including environmental and safety engineering (HAZOP)
- investigating accidents & incidents;
- reporting on safety performance & maintaining operational OH&S records as required; operating the first aid post; maintaining the hazardous materials register; procuring & maintaining personal protective equipment (PPE); and liaison with relevant government departments & other external organisations on OHS & environmental matters.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents will usually hold a tertiary degree or have extensive practical experience as well as completion of a specialised programs in occupational health & safety & environment.

Other comments

Alternative Titles: Manager OHS & Environment. This is a Departmental Head & part of the site management team.

Position Description

Position title: Admin Supervisor (Ops)

Position code: MCA_01631

Career level: 3

Responsible for

This position is responsible for establishing and maintaining office facilities and services and overseeing the administrative staff at a site or operation

Report to

Head of Human Resources (Ops), Head of Finance and Admin,

Supervises

Supervises more junior secretarial staff.

Main activities

- planning and coordinating business appointments, meetings and social functions including venues, facilities and catering;
- managing office reception, and switchboard services;
- administering contracts for office services including leases, cleaning contracts, office equipment leases & servicing, telephone and data transmission facilities;
- purchasing and control of office requisites such as stationery, printing, computer consumables;
- arranging for the purchase of office equipment such as workstations, chairs, cupboards & bookshelves and filing cabinets;
- managing the collection, distribution & security of incoming and outgoing mail; and
- maintaining document control & retrieval systems for confidential and other information.

Key skills

Nil.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Incumbents normally have post - secondary education and secretarial qualifications together with some years of experience.

Other comments

Alternative Titles: Head Secretary, Office Administrator, Administration Coordinator. This is an operational role

Position Description

Position title: Department Administrator - Senior (Ops)
Position code: MCA_01632
Career level: 3

Responsible for

Acting as a lead person in an administrative unit or performing varied functions in a particular operational administrative area.

Report to

Administration Supervisor

Supervises

May supervise day-to-day operations of Administration Officers.

Main activities

- Supervising a group of staff within an administrative department, following and determining priority of assigned work.
- Maintaining all accounts payable, accounts receivable, ledgers, import/export transactions.
- Managing stock control, processing orders, processing freight changes, insuring maintenance of statistical records/returns.
- Cashiering and banking, carrying out foreign exchange transactions and insurance claims.
- Ensuring satisfactory completion of all necessary documentation before final processing.
- Drafting of correspondence as required.
- Collating reports and statistical information and creating PowerPoint presentations within area of assigned activity.
- Resolving discrepancies and handling difficult exceptions, recognising problem areas as they arise and making recommendations to group leader for action.
- Recommending and actioning changes for policies and procedures.

Key skills

- Excellent interpersonal and communication skills.
- Advanced MS Office skills.
- Ability to prioritise individual work load with that of the Team.
- Developing supervisory skills.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels, Internal Auditors.

External contacts

Suppliers of Business Equipment, Customers and Clients, External Auditors.

Typical experience

At least 5 years applicable experience in a specific functional area. High school qualifications or equivalent with course work in business curriculum.

Other comments

This is an operational role

Position Description

Position title: Departmental Clerk / Administrator (Ops)
Position code: MCA_00163
Career level: 2

Responsible for

Responsible for providing general administrative support to a specific department.

Report to

Department Manager or Deputy Manager.

Supervises

Nil

Main activities

- Specific duties include:
- collating statistics and data for reports;
- record management;
- maintaining safety and other databases for the particular department;
- arranging site inductions for visitors to the specific area;
- monthly reporting;
- flights arrangements and / or roster maintenance for departmental personnel; and
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be a familiar with computers and have basic to intermediate clerical skills.

Other comments

Alternative Titles: Mill / Mine/ Maintenance / Admin Clerk, Administrative Assistant. This is an operational role.

Position Description

Position title: Department Administrator - Entry (Ops)**Position code:** MCA_01633**Career level:** 1

Responsible for

Providing administrative support for the organisation and internal Departments/Teams at a basic level.

Report to

Administration Supervisor

Supervises

No supervisory responsibilities.

Main activities

- Answering incoming calls, operating switchboard, fax machine and other electronic/digital office equipment.
- Classifying, indexing, maintaining and updating both manual and electronic filing systems.
- Opening and distributing mail.
- Typing of correspondence and data entry.
- Preparing invoices and processing orders.
- Ordering stationery and equipment supplies.
- Performing messenger duties and/or collections and arranging couriers.
- Maintaining general tidiness of conference/meeting rooms and their booking register.

Key skills

- Good interpersonal and communication skills.
- Sound MS Office skills.
- Organisation and time management skills.
- Efficient and accurate typing ability.
- Ability to work in a team environment.

Internal contacts

Staff at all Levels.

External contacts

Suppliers of Business Equipment, Customers and Clients.

Typical experience

High school qualifications or equivalent with course work in business curriculum an advantage although not necessary.

Other comments

This is an operational role

Position Description

Position title: Personal Assistant (Ops)
Position code: MCA_00161
Career level: 2

Responsible for

Responsible for providing an administrative service to the Head of Mine Site and other senior staff.

Report to

Head of Mine Site

Supervises**Main activities**

- Specific duties include:
- assist in the analysis of technical data through the design of spreadsheets & other computer based techniques;
- maintaining a filing system for confidential and other important information;
- typing letters, memos and reports; and
- a range of clerical functions which may include accounts payable work.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be proficient typists with computer and clerical skills and may be proficient in shorthand

Other comments

Alternative Titles: Secretary. This is an operational role.

Position Description

Position title: Receptionist (Ops)
Position code: MCA_00162
Career level: 1

Responsible for

Responsible for providing general administrative support at the entry point of the mine site.

Report to

Various.

Supervises

Nil.

Main activities

- Specific duties include:
- attending the reception desk;
- maintaining a visitor log;
- operation of the switchboard;
- arranging site inductions for visitors to site; and
- other general administrative tasks as directed.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be familiar with computers and have basic to intermediate clerical skills.

Other comments

This is an operational role.

Position Description

Position title: Head of Administration & Accounting
Position code: MCA_00601
Career level: 5

Responsible for

Overseeing and providing all accounting and administration services on site.

Report to

Head of Mine Site.

Supervises

Administration & accounting team on site.

Main activities

- Normally responsible for accounting, camp services, and administration including:
- preparation of budgets; cost and financial reporting;
- accounts payable and payroll administration;
- administration of contracts, including catering;
- purchasing and warehousing; and
- inventory and assets control.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may qualify for this position through extensive experience in Mine Administration or through the possession of formal accounting qualifications.

Other comments

Alternative Titles: Administration Superintendent or Administration Manager. This is an operational role

Position Description

Position title: Superintendent – Accounting (Ops)
Position code: MCA_00650
Career level: 4

Responsible for

To manage accounting and other related administrative functions at the site.

Report to

Head of Administration & Accounting.

Supervises

Senior Accountant (Operations), Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- establishing policies and practices, within corporate guidelines, for site finance and accounting activities;
- managing the preparation of annual operating budgets and capital expenditure programs;
- analysing and reporting on variances in actual vs budget expenditure;
- advising and assisting operations personnel with the preparation of capital expenditure applications and cost allocations;
- developing reporting packages and systems to track site operating performance
- managing the preparation of, and approving, financial reports for head office;
- managing local petty cash, accounts payable and payroll activities; and
- managing contracts for goods and services, e.g. communications, catering, transport.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting and has more than 10 years of relevant professional experience.

Other comments

This is an operational role

Position Description

Position title: Senior Accountant (Ops)**Position code:** MCA_00651**Career level:** 4

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling on site and or company accounting requirements and business performance.

Report to

Superintendent – Accounting (Operations) or Head of Administration & Accounting.

Supervises

Experienced Accountant (Operations) & Accounting Supervisor / Officer (Operations).

Main activities

- facilitation and co-ordination of the preparation of annual budgets
- analysis of variance in actual vs budget expenditure
- development of reporting packages and systems to track business performance

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent usually holds a tertiary degree in accounting and has 7 to 10 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: Experienced Accountant (Ops)
Position code: MCA_00652
Career level: 3

Responsible for

Normally this position assists the Head of Administration & Accounting in fulfilling accounting requirements and may assist in the supervision of other administrative activities.

Report to

Head of Administration & Accounting or Senior Accountant.

Supervises

Accounting Supervisor / Officer (Operations).

Main activities

- preparation of monthly reports;
- preparation of annual and monthly budgets;
- conducting specific financial analyses for proposals and projects;
- preparing business unit performance and accounting reports;
- monitoring accounts to ensure compliance with company accounting standards; and
- analysing accounts and investigating variances from budget expenditure.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a tertiary degree in accounting, has achieved or is working towards CPA or ACA accreditation, and has 2 to 7 years' professional experience.

Other comments

This is an operational role

Position Description

Position title: Graduate Accountant (Ops)
Position code: MCA_00653
Career level: 2

Responsible for

This position assists more senior accounting positions in fulfilling the operation's accounting requirements.

Report to

Senior Accountant (Operations) or Experienced Accountant (Operations).

Supervises

Main activities

- Duties may include some, or all, of the following:
- assisting in the preparation of monthly and annual budgets;
- assisting in the preparation of management reports;
- reconciling ledgers and investigating anomalies; and
- analysing accounting performance against budget and investigating variances.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent usually holds a degree in accounting and may have started working towards CPA or ACA accreditation. The incumbent may be a new graduate or have up to two completed years of professional experience.

Other comments

Alternative Titles: Accountant, Assistant Accountant, Junior Accountant. This is an operational role

Position Description

Position title: Payroll Officer (Ops)
Position code: MCA_00654
Career level: 2

Responsible for

This position is responsible for the regular, timely and accurate running of the payroll.

Report to

Head of Payroll or Head of Accounting & Administration or Head of Human Resources.

Supervises

Typically no supervisory responsibility.

Main activities

- ensuring correct authorisation of new personnel on the payroll and comprehensive (tax) documentation is prepared;
- checking weekly, fortnightly or monthly timesheets are completed correctly and calculating extended hours (if applicable);
- calculating correct payment of wages, salaries and allowances;
- calculating payments for leave and final payments on termination;
- ensuring correct remittance of tax and other employee deductions;
- reconciling payroll runs and reporting on results; and
- liaison with external payroll agency (if applicable).

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents in this position are not likely to hold professional qualifications but will have considerable practical experience.

Other comments

Alternative Titles: Payroll Administrator, Payroll Clerk. This is an operational role

Position Description

Position title: Accounts Clerk (Ops)
Position code: MCA_00662
Career level: 1

Responsible for

The incumbent processes the payment of invoices, maintains appropriate records and accounts.

Report to

Experienced Accountant (Operations) or Accounting Supervisor / Officer (Operations)

Supervises

Main activities

- verifying, preparing and paying invoices (or similar); receiving payments, issuing receipts and maintaining records; balancing and reconciling accounts.
- following-up on queries arising from reconciliation work.
- performing payroll activities including reconciliation of payroll deductions and preparation of payments to third parties
- processing shipping documentation such as manifests, payments, receipts and associated reports and reconciliations.
- processing Workers' Compensation claims. and
- routine typing and clerical work.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds either HSC (or equivalent) or TAFE qualifications in general office skills and / or accounting.

Other comments

This is an operational role

Position Description

Position title: Head of Human Resources (Ops)
Position code: MCA_00602
Career level: 5

Responsible for

To develop & implement HR & ER policies on site that ensure optimal deployment of the workforce.

Report to

Head of Mine Site & may have functional "dotted line" reporting relationship to Head of Human Resources (Corporate).

Supervises

Human resources, employee relations & sometimes, OH&S personnel.

Main activities

- This is the most senior position on site responsible for the development & application of Human Resources policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate HR policy;
- recruitment of personnel;
- orientation / induction of new employees & ongoing employee training & development (including Graduate, Trainee and Apprentice programs);
- remuneration & benefits policy;
- employee relations matters & negotiation of agreements;
- administration of personnel records (e.g. leave & payroll);
- liaison with relevant government departments & other external organisations on HR / ER matters; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents usually hold a degree in commerce or behavioural sciences or have extensive practical experience in on-site HR & ER matters.

Other comments

Alternative Titles: Manager Human Resources, Manager Employee Relations. This is an operational role

Position Description

Position title: Superintendent – Human Resources (Ops)**Position code:** MCA_00680**Career level:** 4

Responsible for

To develop and implement site based Human Resources systems and services; to implement corporate Human Resources policies and procedures on site; and, to advise on their application.

Report to

Head of Human Resources.

Supervises

May supervise Senior Human Resources Adviser, Experienced Human Resources Adviser, Graduate Human Resources Adviser and Human resources Officer.

Main activities

- managing site recruiting, activities;
- managing the transfer and reclassification of employees to, from and within the site;
- managing and / or conducting training & development programs;
- undertaking research on HR and ER issues & preparing reports and recommendations;
- representing the organisation in site employee relations issues;
- administering salary, benefits & superannuation;
- inducting new employees;
- reporting to line management and corporate HR;
- liaison with peer HR / ER personnel at other Company sites; and, contributing to the development of corporate HR / ER policy and practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be expected to hold appropriate tertiary qualifications and have more than 10 years of relevant experience.

Other comments

Alternative Titles: Employee Relations Superintendent. Operational role

Position Description

Position title: Senior Human Resources Adviser (Ops)
Position code: MCA_00681
Career level: 4

Responsible for

To provide HR & ER services & advice on the application of policy on site.

Report to

Superintendent – Human Resources (Operations), Head of Human Resources or Head of Administration/Accounting or may be part of an operating department.

Supervises

May supervise more junior HR & ER practitioners.

Main activities

- Duties include supervising the application of or research into specialised policy development in respect of some or all of the following:
- recruiting, terminating & transferring personnel;
- managing and / or conducting training & development programs;
- undertaking research on HR issues & preparation of reports;
- administering salary, benefits & superannuation;
- inducting new employees; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area. Extensive practical experience in HR or ER matters.

Other comments

Alternative Titles: Employee Relations Superintendent. The incumbent may supervise other HR practitioners This is an operational role

Position Description

Position title: Experienced Human Resources Adviser (Ops)
Position code: MCA_00682
Career level: 3

Responsible for

To assist in ensuring that approved HR & employee relations policies & programs are implemented.

Report to

Senior Human Resources Adviser or may report through an operating department.

Supervises

Main activities

- duties include assisting with some or all of the following:
- recruiting, terminating & transferring personnel;
- co-ordinating and / or conducting training programs;
- administering personnel records (e.g. leave & payroll);
- administering salary & superannuation;
- inducting new employees;
- undertaking research & investigations under general supervision; and
- HR reporting to line management.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree or diploma in an appropriate area & 2 to 5 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in employee relations or human resources practice.

Other comments

Alternative Titles: Employee Relations Advisor. This is an operational role

Position Description

Position title: Superintendent – Environment (Ops)**Position code:** MCA_00670**Career level:** 4

Responsible for

To provide professional advice and leadership in the development and implementation of environmental policy and practice on site, including contributing to the development of corporate policy and practice.

Report to

Head of Environment, Head of OHS & E or Head of Technical Services.

Supervises

May supervise senior and experienced Environmental Scientists / Engineers.

Main activities

- supervising the application of, or research into, specialised areas;
- establishing and maintaining data collection and recording regimes;
- interpreting data to develop more effective monitoring programs and to assess the environmental impacts of major developments;
- planning and implementing solutions to environmental issues;
- preparing reports and recommendations for management;
- liaison with peer personnel at other company sites;
- maintaining knowledge of current relevant best practice and innovation in environmental activity;
- contributing to the development corporate policy and practice; and
- ensuring field teams operate in a safe & healthy manner.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary qualification in an environmental discipline together more than 10 years of relevant professional experience.

Other comments

Alternative Titles: May be referred to by discipline e.g. Superintendent - soil engineering, hydrology or marine biology. This is an operational role

Position Description

Position title: Senior Environmental Adviser (Ops)
Position code: MCA_00671
Career level: 4

Responsible for

To provide advice & leadership in the development of policy & its application on site.

Report to

Head of Environment (Operations) or Superintendent – Environment or Head of Technical Services.

Supervises

May supervise Experienced Environmental Adviser & field-based staff.

Main activities

- Duties include supervising the application of or research into specialised policy development in respect of some or all of the following:
- developing & standardising procedures to collect / collate relevant data & solve environmental problems;
- interpreting data to develop more effective monitoring programs & to assess the environmental impacts of major developments;
- planning solutions to environmental issues;
- preparing reports & other documentation for management; and
- ensuring field teams operate in a safe & healthy manner.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in an environmental discipline. Around 8 to 10 years of relevant professional experience with recognised expertise in a domain.

Other comments

Alternative Titles: May be referred to by discipline e.g. senior soil engineer, hydrologist or marine biologist. the incumbent may supervise other environmental advisors or may have recognised expertise in a field (e.g. water management or flora / fauna). This is an operational role

Position Description

Position title: Experienced Environmental Adviser (Ops)
Position code: MCA_00672
Career level: 3

Responsible for

This position undertakes environmental / engineering investigations under general professional supervision & is expected to make technical contributions to projects.

Report to

Senior Environmental Scientist / Engineer (Operations).

Supervises

May supervise field-based staff.

Main activities

- The incumbent is responsible for technical advice, innovation, planning & methodology in the project including:
- applying standard procedures & innovation to solve environmental problems;
- assessing environmental impacts of major developments;
- carrying out monitoring of appropriate environmental parameters;
- carrying out assessments of environmental conditions;
- carrying out investigations to optimise environmental outcomes;
- supervising technical & field services; and
- contributing towards the preparation of Environmental Impact Statements & other reports.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in an environmental discipline. Two to five years of relevant professional experience

Other comments

Alternative Titles: May be referred to by discipline e.g. soil engineer, hydrologist or marine biologist. This is an operational role

Position Description

Position title: Graduate Environmental Adviser (Ops)
Position code: MCA_00673
Career level: 2

Responsible for

This is an entry level position which undertakes field-based environmental / engineering investigations under direct professional supervision.

Report to

Senior or Experienced Environmental Scientists / Engineers.

Supervises**Main activities**

- applying standard procedures to data collection & collation;
- monitoring & assessing environmental impacts;
- carrying out investigations under supervision; and
- contributing data & analyses to the preparation of Impact Statements & other reports.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A tertiary degree in an environmental discipline. May be a new graduate or have up to two completed years of relevant professional experience.

Other comments

Alternative Titles: Junior Environmental Scientist; Junior Environmental Engineer. This is an operational role

Position Description

Position title: Head of Health & Safety (Ops)
Position code: MCA_00603
Career level: 5

Responsible for

To develop & implement OH&S policies that ensure to the health, safety & well-being of employees, contractors & visitors on site.

Report to

Head of Mine Site.

Supervises

Superintendent – Occupational Health & Safety, Senior OH&S Advisers & Occupational Health Nurses & other specialists as required.

Main activities

- This position is responsible for the development & application of occupational health & safety policy on site, advice & services to line management in respect of:
- compliance with statutory obligations & corporate OH&S policy;
- programs for the induction & training of personnel in safe work practices;
- development of safe work practices in new operational activities (incl contractors);
- the development & implementation of various monitoring programs;
- the development and implementation of risk management methodologies & safety engineering (HAZOP);
- accident & incident investigations & initiating changes in procedures & equipment;
- procedures to ensure the supply of appropriate safety equipment;
- workplace inspection by issuing safety working permits;
- research into improving OH&S on site; operation of first aid post; liaison with relevant government departments & other external organisations on OH&S matters; reporting on site health & safety performance; and management of the organisation's Workers Compensation practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents will usually hold a tertiary degree or have extensive practical experience as well as completion of a specialised program in occupational health & safety.

Other comments

Alternative Titles: Manager Occupational Health & Safety. This is a Departmental Head & part of the site management team.

Position Description

Position title: Superintendent – Health & Safety (Ops)**Position code:** MCA_00690**Career level:** 4

Responsible for

To develop and implement site based OH&S systems and services; to implement corporate OH&S policies and procedures on site; and, to advise on their application.

Report to

Head of Occupational Health & Safety.

Supervises

May supervise Senior OH&S Adviser, Experienced OH&S Adviser, Graduate OH&S Adviser. May also supervise Occupational Health Nurse, Emergency Services Officer and external service providers.

Main activities

- designing, developing, preparing and conducting OH&S training;
- identifying site OH&S training needs and researching appropriate solutions;
- analysing trends in OH&S;
- maintaining and reporting site OH&S performance measures;
- establishing and managing site security requirements and arrangements;
- managing site drug and alcohol testing regimes;
- managing and conducting accident & incident investigations;
- investigating and recommending improved procedures and systems, of work or equipment;
- monitoring legislative requirements; liaison with peer OH&S personnel at other Company sites; and contributing to the development of corporate OH&S policy and practice.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would be expected to hold appropriate tertiary qualifications and have more than 10 years relevant experience.

Other comments

This is an operational role

Position Description

Position title: Senior Health & Safety Adviser (Ops)
Position code: MCA_00691
Career level: 4

Responsible for

To provide health and safety services & advice on their application on sites or assets. May provide specialised advice in a technical area of health and safety.

Report to

Head of Health, Safety & Security (Operations) or Head of Human Resources (Operations). May report to the head of an operating department.

Supervises

May supervise more junior H&S Advisers & external training providers or consultants.

Main activities

- designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate solutions;
- ensuring safety training courses meet defined competency standards & regulatory requirements;
- monitoring & identifying trends in Health & Safety;
- conducting accident & incident investigations & proposing new systems of work or equipment; and,
- maintaining Workers' Compensation claim records.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A degree in an appropriate discipline 8 to 10 years' professional experience with recognised expertise.

Other comments

Alternative Titles: Senior Occupational Health & Safety Scientist or Engineer; OH&S Superintendent, Senior Occupational Hygienist. Operational role

Position Description

Position title: Experienced Health & Safety Adviser (Ops)
Position code: MCA_00692
Career level: 3

Responsible for

To provide advice & services to line management in the application of H&S practices. May provide specialised advice in a technical area of H&S.

Report to

Senior Health & Safety Adviser (Operations) or may report through an operating department.

Supervises

May supervise external training providers.

Main activities

- assisting in designing, developing, preparing & conducting safety training;
- identifying safety training needs on site & researching appropriate training solutions;
- preparing data on safety performance, identifying trends & opportunities for improvement;
- conducting safety audits;
- undertaking or assisting in accident & incident investigations; and,
- processing Workers' Compensation claims.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A degree or diploma in an appropriate area & 4 to 7 years' practical experience. As an alternative to tertiary qualifications – extensive practical experience in H&S practice.

Other comments

Alternative Titles: Occupational Health & Safety Scientist or Engineer; Occupational Hygienist; Safety Training Adviser. May report through an operating department providing induction & safety training to workers. This is an operational role

Position Description

Position title: Training Adviser (Ops)**Position code:** MCA_00633**Career level:** 3

Responsible for

To assist in planning, coordinating and administering on-site training programmes for the Operations personnel.

Report to

May report to Training Coordinator or Head of Human Resources, Superintendent - Human Resources, or Head of Operational Department

Supervises

May direct apprentices / trainees and external (contract) trainers.

Main activities

- This role focuses on the delivery of operations-based training and includes the following activities:
- assessing training needs by conducting training needs analysis;
- identifying suitable available courses from external sources;
- assisting in the planning of training courses to meet operational needs;
- organising training courses including contracting trainers to present specialised courses;
- assisting in the coordination of on-site and off-site training;
- conducting training courses including new employee orientation workshops;
- administering formal training associated with apprenticeships and traineeships; and,
- maintaining the training website and database systems.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

The incumbent normally holds a Certificate IV in training & assessment and /or extensive relevant operational experience.

Other comments

Alternative Titles: Training Officer or Trainer. This is an operational role

Position Description

Position title: Graduate Health & Safety Adviser (Ops)
Position code: MCA_00693
Career level: 2

Responsible for

This is an entry level position which undertakes projects & departmental duties under direct professional supervision.

Report to

Senior Health & Safety Adviser (Operations) or Experienced Health & Safety Adviser (Operations).

Supervises

Main activities

- undertaking departmental duties as assigned;
- applying standard procedures to H&S data collection & collation;
- carrying out routine H&S monitoring;
- carrying out investigations under supervision; and,
- contributing data & analyses to the preparation of reports.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Will normally hold a tertiary degree in an H&S discipline. May hold a relevant diploma with limited experience

Other comments

Alternative Titles: Occupational Health & Safety Adviser, Occupational Health & Safety Assistant. This is an operational role

Position Description

Position title: Occupational Health Nurse (Ops)
Position code: MCA_00663
Career level: 3

Responsible for

The principal role of the position is to provide emergency treatment to mine site personnel in the event of their sustaining an injury or disability.

Report to

Head of Occupational Health and Safety or Superintendent – Occupational Health & Safety or Head of Administration & Accounting.

Supervises

Main activities

- Additional duties may include:
- conducting health monitoring programs;
- providing advice on lifestyle; and
- monitoring and reporting on injury frequency rates.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

The incumbent normally holds suitable qualifications for state registration as a nurse with specific workplace training or experience.

Other comments

Alternative Titles: Paramedic, Site Nurse. The incumbent may be employed in a variety of supplementary act. This is an operational role

Position Description

Position title: Emergency Services Officer (Ops)
Position code: MCA_00695
Career level: 2

Responsible for

Responsible for providing site security, first aid & emergency response services.

Report to

Senior Emergency Services Officer or Superintendent; or Head OH&S.

Supervises

Main activities

- Duties include at least two of the following major areas:
- Security
- identify actual or potential security breaches & initiate remedial action;
- control the movement of vehicles, goods & personnel entering & exiting site;
- physically check the security of Company facilities; and
- conduct visitor site induction.
- First Aid / Paramedic
- provide first aid treatment & medical transport, & complete relevant medical forms;
- conduct first aid training;
- maintain first aid stocks throughout operations; and conduct drug & alcohol testing. Emergency Response check, monitor & respond to alarm systems; coordinate responses to emergency situations; and

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Occupational First Aid Certificate & / or Security Officers Licence & relevant industrial, police or military experience.

Other comments

Alternative Titles: Security / First Aid Officer, Emergency Services Officer. Operational role

Position Description

Position title: Head of Supply (Ops)
Position code: MCA_00621
Career level: 5

Responsible for

Responsible for providing a procurement, supply and logistics service to all sectors of the organisation.

Report to

Head of Mine Site, Asset General Manager, or Head of Administration & Accounting

Supervises

Supply Superintendent, Supply Supervisor, Inventory / Material Planner and / or Purchasing Officer.

Main activities

- development and implementation of policies to ensure cost effective procurement, supply and logistic services;
- setting standards for contract negotiation and ensuring compliance;
- supervision of the receiving and issues functions;
- ensuring the development of effective systems for tendering, procurement, cataloguing, inventory control and warehousing; and
- ensuring effective systems are in place for customs clearance and transport of stores and equipment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold tertiary qualifications in supply management.

Other comments

Alternative Titles: Supply Manager. This is the highest level of procurement and supply management on site.

Position Description

Position title: Supply Supervisor (Ops)

Position code: MCA_00622

Career level: 3

Responsible for

Responsible for the daily supervision of the on-site supply function. In larger organisations there may be multiple warehouses for different work areas.

Report to

Head of Supply or Head of Administration & Accounting.

Supervises

Storeperson.

Main activities

- Specific duties include:
- supervision of the receiving and issues functions;
- ensuring the correct costing & allocation of items & that all necessary documentation is available;
- ensuring effective systems are in place for the storage & issue of hazardous substances;
- binning of stock & yard control;
- supervision of expediting & returns functions; and
- ensuring a safe & healthy workplace.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally have extensive warehouse experience & demonstrated supervisory experience.

Other comments

Alternative Titles: Warehouse Supervisor. This is an operational role

Position Description

Position title: Supply Superintendent (Ops)
Position code: MCA_06211
Career level: 4

Responsible for

To provide a procurement, supply and logistics service to the operating site, or at larger sites, to coordinate one or more aspects of this function for example supply systems, compliance or projects.

Report to

Head of Supply or Head of Administration & Accounting.

Supervises

Supply Supervisor, Purchasing Officer and / or Storeperson

Main activities

- develop and maintain inventory control systems, processes and procedures (receiving & issues and expediting & returns) to ensure adequate supplies
- ensure storage systems are effective
- plan and implement an efficient warehouse layout and ensure the warehouse facility operates safely
- be the primary point of contact for all Supply governance and compliance issues and requests including facilitation of internal and external audits

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents would normally hold tertiary qualifications in supply management, and / or have extensive warehouse experience.

Other comments

This is an operational role

Position Description

Position title: Contracts Officer (Ops)
Position code: MCA_00624
Career level: 3

Responsible for

This role is responsible for ensuring that all contractual matters are properly & effectively negotiated, documented & implemented according to company standards.

Report to

Head of Supply, Head of Finance & Administration or project management personnel

Supervises

Main activities

- contributing to & reviewing the scopes of work & contract conditions;
- preparing contractual documents;
- administering tendering, evaluation & award of contracts;
- administering contractual aspects of major supply contracts;
- assessing, reviewing & advising Department Heads / Project Managers in respect of contractor claims for variations, progress claims & extensions;
- providing the Department Heads / Project Managers with updates on contractor performance & assisting in the resolution of contract disputes;
- ensuring that all commercial requirements of the contracts are satisfied.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Engineering, commerce, law degree or equivalent or may hold post-trade qualifications. Experience in the administration & management of contracts & contractors.

Other comments

Alternative Titles: Contracts Engineer. Operational role

Position Description

Position title: Purchasing Officer (Ops)
Position code: MCA_00661
Career level: 2

Responsible for

Normally responsible for the procurement and expediting of parts, equipment and sundries to the operating site.

Report to

Variable: usually accountable to Head of Supply or Head of Administration & Accounting on site; or an Administration Manager in Head Office.

Supervises

Main activities

- Specific duties include:
- identify cost-competitive and reliable supplies of materials;
- ensure all materials are ordered (and received) according to specification;
- expedite supply to site;
- ensure correct costing of materials; and
- resolve disputes between site and suppliers on supply and specification problems.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may hold post-secondary qualifications in supply management however skills will generally result from substantial purchasing / supply experience in the mining or other heavy engineering industries.

Other comments

Alternative Titles: Buyer. This is an operational role

Position Description

Position title: Storesperson (Ops)
Position code: MCA_00664
Career level: 2

Responsible for

Responsible for the movement and storage of warehouse stock.

Report to

Warehouse or Supply Supervisor, Head of Supply.

Supervises**Main activities**

- inspection of work area, equipment and stores for hazards, damage and defects.
- receipt and issue of stock.
- reconciliation of consignment notes and orders.
- Loading and unloading stock and bin items.
- identification and investigation of anomalies between physical and recorded stock levels.
- storage of yard holdings.
- maintenance of accurate records of issues, receipts, stocktakes, etc. and
- training of other personnel.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents should have an extensive knowledge of stores and supply documentation and procedures and possess an appropriate operators ticket for a forklift, Hiab, etc.

Other comments

Alternative Titles: Forklift Operator. Exclude personnel with Leading Hand responsibilities. This is an operational role

Position Description

Position title: Logistics / Shipping Officer (Ops)
Position code: MCA_008841
Career level: 2

Responsible for

This position is responsible for ensuring specified product is delivered according to contractual terms.

Report to

Logistics Manager

Supervises

Clerical personnel.

Main activities

- liaison with quality control staff to monitor & blend product;
- scheduling shipping / rail to meet contractual obligations;
- identification & resolution of shipping / rail problems;
- preparation & delivery of contractual / shipping documents;
- completion of customs documentation; and
- ongoing liaison with operations, shipping / raiing agencies.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

the incumbent normally has experience in shipping & customs requirements.

Other comments

Alternative Titles: Rail Liaison Officer. This is an operational role

Position Description

Position title: Head of Technical Services
Position code: MCA_00503
Career level: 6

Responsible for

To provide technical services to the mine site; including mine planning and scheduling, geology, survey, ventilation, environmental and quality issues.

Report to

Head of Mine Site

Supervises

Engineers, Surveyors, scientific, technical, ventilation and environmental positions.

Main activities

- plant engineering, project engineering and mine development;
 - improving productive capacity through the application of engineering / technical innovation;
 - long-range planning and budgeting for equipment and facility requirements; and
 - determining opportunities for improved efficiency.
- May also have responsibility for the following functions:
- surveying;
 - mine geology;
 - environmental management; and
 - ventilation (in an underground mine).

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

A degree or diploma in an appropriate technical discipline. May require appropriate state Certificate of Competency and appointment as Mining Official for underground or open cut mining activities. Broad and varied experience in the mining industry.

Other comments

Alternative Titles: Mining Services Manager, Technical Services and Quality Manager.

Position Description

Position title: Head of Laboratory
Position code: MCA_00305
Career level: 5

Responsible for

Managing a laboratory which provides physical testing & chemical analyses of raw materials & process products.

Report to

Head of Coal Processing or Head of Technical Services or Head of Processing

Supervises

Chemists, Metallurgical Technicians, Laboratory Technicians

Main activities

- responsible for input into blending decisions through the assay of products by;
- developing and standardising analytical procedures;
- calibrating instruments;
- supervising the preparation of samples and their analyses;
- preparing reports on results;
- providing input to the acquisition of new analytical equipment or reagents.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree, or a post- secondary diploma or certificate in chemistry.

Other comments

Alternative Titles: Coal Quality Superintendent, Chief Chemist, Laboratory Manager, Laboratory Supervisor. This is the most senior level of technical advice at the mine site on the physical and chemical characteristics of coal. This position may be located at an operating site

Position Description

Position title: Chemist / Team Leader (Combined)
Position code: MCA_00325
Career level: 3

Responsible for

Supervise and conduct testing and analyses.

Report to

Head of Laboratory.

Supervises

May supervise more junior Chemists and Laboratory Technicians.

Main activities

- Specific duties may include:
- supervising & conducting chemical tests & analyses;
- providing reports on analyses;
- identifying extreme results & recommending further analytical tests;
- contributing to the design & implementation of standard analytical procedures; and
- ensuring serviceability of laboratory facilities & equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or post-secondary diploma or certificate in Chemistry. Several years' professional & supervisory experience.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Chemist / Team Leader (Surface Day)

Position code: MCA_00325.S.D

Career level: 3

Responsible for

Supervise and conduct testing and analyses.

Report to

Head of Laboratory.

Supervises

May supervise more junior Chemists and Laboratory Technicians.

Main activities

- Specific duties may include:
- supervising & conducting chemical tests & analyses;
- providing reports on analyses;
- identifying extreme results & recommending further analytical tests;
- contributing to the design & implementation of standard analytical procedures; and
- ensuring serviceability of laboratory facilities & equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or post-secondary diploma or certificate in Chemistry. Several years' professional & supervisory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Chemist / Team Leader (Surface Shift - Cont)
Position code: MCA_00325.S.SC
Career level: 3

Responsible for

Supervise and conduct testing and analyses.

Report to

Head of Laboratory.

Supervises

May supervise more junior Chemists and Laboratory Technicians.

Main activities

- Specific duties may include:
- supervising & conducting chemical tests & analyses;
- providing reports on analyses;
- identifying extreme results & recommending further analytical tests;
- contributing to the design & implementation of standard analytical procedures; and
- ensuring serviceability of laboratory facilities & equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or post-secondary diploma or certificate in Chemistry. Several years' professional & supervisory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Chemist / Team Leader (Surface Shift - Non Cont)

Position code: MCA_00325.S.SNC

Career level: 3

Responsible for

Supervise and conduct testing and analyses.

Report to

Head of Laboratory.

Supervises

May supervise more junior Chemists and Laboratory Technicians.

Main activities

- Specific duties may include:
- supervising & conducting chemical tests & analyses;
- providing reports on analyses;
- identifying extreme results & recommending further analytical tests;
- contributing to the design & implementation of standard analytical procedures; and
- ensuring serviceability of laboratory facilities & equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or post-secondary diploma or certificate in Chemistry. Several years' professional & supervisory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Top Laboratory Technician (Combined)
Position code: MCA_00365
Career level: 2

Responsible for

To prepare, test and analyse samples of products and other materials and to report on results.

Report to

Chemist or Head of Laboratory.

Supervises**Main activities**

- Specific duties include:
- inspecting the workplace to identify and correct hazards and equipment failures;
- calibrating equipment and preparing standards;
- using advanced analytical techniques(e.g. AAS or digestion chemistry);
- Conduct analysis to support production targets and quality specs for all saleable products.
- examining and testing samples to determine their physical properties, using special equipment including hot-stage microscopes, spectrographs, metallographs, and X-ray machines;
- testing samples in pressure devices, hot-acid baths, and other apparatus;
- identifying errors arising during the process;
- maintaining accurate records of analytical results;
- training other personnel; and
- setting up, operating and cleaning laboratory and other scientific equipment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are likely to have completed post-secondary training. Incumbents will have significant experience in the required analytical techniques.

Other comments

Alternate title: In mining - Metallurgical Technician. This is the most senior non-professional position in the laboratory. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Top Laboratory Technician (Surface Day)
Position code: MCA_00365.S.D
Career level: 2

Responsible for

To prepare, test and analyse samples of products and other materials and to report on results.

Report to

Chemist or Head of Laboratory.

Supervises**Main activities**

- Specific duties include:
- inspecting the workplace to identify and correct hazards and equipment failures;
- calibrating equipment and preparing standards;
- using advanced analytical techniques(e.g. AAS or digestion chemistry);
- Conduct analysis to support production targets and quality specs for all saleable products.
- examining and testing samples to determine their physical properties, using special equipment including hot-stage microscopes, spectrographs, metallographs, and X-ray machines;
- testing samples in pressure devices, hot-acid baths, and other apparatus;
- identifying errors arising during the process;
- maintaining accurate records of analytical results;
- training other personnel; and
- setting up, operating and cleaning laboratory and other scientific equipment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are likely to have completed post-secondary training. Incumbents will have significant experience in the required analytical techniques.

Other comments

Alternate title: In mining - Metallurgical Technician. This is the most senior non-professional position in the laboratory. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Top Laboratory Technician (Surface Shift - Cont)
Position code: MCA_00365.S.SC
Career level: 2

Responsible for

To prepare, test and analyse samples of products and other materials and to report on results.

Report to

Chemist or Head of Laboratory.

Supervises**Main activities**

- Specific duties include:
- inspecting the workplace to identify and correct hazards and equipment failures;
- calibrating equipment and preparing standards;
- using advanced analytical techniques(e.g. AAS or digestion chemistry);
- Conduct analysis to support production targets and quality specs for all saleable products.
- examining and testing samples to determine their physical properties, using special equipment including hot-stage microscopes, spectrographs, metallographs, and X-ray machines;
- testing samples in pressure devices, hot-acid baths, and other apparatus;
- identifying errors arising during the process;
- maintaining accurate records of analytical results;
- training other personnel; and
- setting up, operating and cleaning laboratory and other scientific equipment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are likely to have completed post-secondary training. Incumbents will have significant experience in the required analytical techniques.

Other comments

Alternate title: In mining - Metallurgical Technician. This is the most senior non-professional position in the laboratory. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Top Laboratory Technician (Surface Shift - Non Cont)
Position code: MCA_00365.S.SNC
Career level: 2

Responsible for

To prepare, test and analyse samples of products and other materials and to report on results.

Report to

Chemist or Head of Laboratory.

Supervises**Main activities**

- Specific duties include:
- inspecting the workplace to identify and correct hazards and equipment failures;
- calibrating equipment and preparing standards;
- using advanced analytical techniques(e.g. AAS or digestion chemistry);
- Conduct analysis to support production targets and quality specs for all saleable products.
- examining and testing samples to determine their physical properties, using special equipment including hot-stage microscopes, spectrographs, metallographs, and X-ray machines;
- testing samples in pressure devices, hot-acid baths, and other apparatus;
- identifying errors arising during the process;
- maintaining accurate records of analytical results;
- training other personnel; and
- setting up, operating and cleaning laboratory and other scientific equipment.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents are likely to have completed post-secondary training. Incumbents will have significant experience in the required analytical techniques.

Other comments

Alternate title: In mining - Metallurgical Technician. This is the most senior non-professional position in the laboratory. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Laboratory Technician (Combined)
Position code: MCA_00366
Career level: 2

Responsible for

To conduct routine analyses in accordance with established procedures and standards.

Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

Other comments

This position contains all variations of work environments and work patterns.

Position Description

Position title: Laboratory Technician (Surface Day)
Position code: MCA_00366.S.D
Career level: 2

Responsible for

To conduct routine analyses in accordance with established procedures and standards.

Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Laboratory Technician (Surface Shift - Cont)
Position code: MCA_00366.S.SC
Career level: 2

Responsible for

To conduct routine analyses in accordance with established procedures and standards.

Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Laboratory Technician (Surface Shift - Non Cont)
Position code: MCA_00366.S.SNC
Career level: 2

Responsible for

To conduct routine analyses in accordance with established procedures and standards.

Report to

Chemist or Head of Laboratory or may report to Top Laboratory Technician

Supervises

Main activities

- preparing samples for analysis on a daily basis which may include registration, rolling, crushing and firing;
- inspecting of the workplace to identify and correct hazards and equipment failures;
- conducting analyses in accordance with specified standards and procedures;
- identifying and reporting errors arising during analyses;
- recording and reporting results in appropriate formats;
- maintaining accurate records of analytical results; and
- maintaining and cleaning laboratory equipment.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

Incumbents may have completed post – secondary training. Incumbents may have some relevant laboratory experience.

Other comments

To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Engineer (Combined)**Position code:** MCA_00341**Career level:** 4

Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

Report to

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- identifying causes of & solving bottle-necks in the production process;
- designing & commissioning new process control systems;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Senior Process Engineer (Surface Day)
Position code: MCA_00341.S.D
Career level: 4

Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

Report to

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- identifying causes of & solving bottle-necks in the production process;
- designing & commissioning new process control systems;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Engineer (Surface Shift - Cont)
Position code: MCA_00341.S.SC
Career level: 4

Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

Report to

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- identifying causes of & solving bottle-necks in the production process;
- designing & commissioning new process control systems;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Senior Process Engineer (Surface Shift - Non Cont)**Position code:** MCA_00341.S.SNC**Career level:** 4

Responsible for

To optimise process control & improvement by carrying out various & varied technical process production & engineering projects in a professional & timely manner.

Report to

Head of Technical / Quality or Head of Process / Operations.

Supervises

Experienced Process Engineers & Graduate Process Engineers.

Main activities

- Responsible for operating at a mature professional level with the capacity to make technical contributions to planning & methodology in the plant.
- identifying causes of & solving bottle-necks in the production process;
- designing & commissioning new process control systems;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- supervision of the recovery (metallurgical) accounting process;
- monitoring process performance; and
- direction of junior process engineers in their day to day activities.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Seven to ten years' relevant experience.

Other comments

Alternative Titles: Senior Plant, Chemical or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Combined)
Position code: MCA_00342
Career level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties include:
- identifying causes of & solving bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and
- assisting in the design & commissioning of new process control systems.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. This position contains all work pattern variations for incumbents who are physically working on the surface or within an Open Pit. This could be at an open cut mine, or in a predominantly surface role at an underground mine

Position Description

Position title: Experienced Process Engineer (Surface Day)
Position code: MCA_00342.S.D
Career level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties include:
- identifying causes of & solving bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and
- assisting in the design & commissioning of new process control systems.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Surface Shift - Cont)
Position code: MCA_00342.S.SC
Career level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties include:
- identifying causes of & solving bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and
- assisting in the design & commissioning of new process control systems.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Experienced Process Engineer (Surface Shift - Non Cont)
Position code: MCA_00342.S.SNC
Career level: 3

Responsible for

To carry out, under general supervision, various technical process, production & engineering projects in a professional & timely manner.

Report to

Senior Process Engineer or Head of Technical / Quality.

Supervises

May supervise technicians.

Main activities

- Duties include:
- identifying causes of & solving bottle-necks in the production process;
- carrying out investigations to optimise process performance & consumables usage;
- short, medium & long term planning of process activities;
- monitoring process performance; and
- assisting in the design & commissioning of new process control systems.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Incumbents would normally hold a tertiary degree in process or chemical engineering, or tertiary metallurgy (e.g. pyrometallurgy). Two or more completed years of relevant professional experience.

Other comments

Alternative Titles: Plant or Production Engineer. To match an incumbent to this position they need to be predominately working on the surface of an operational site.

Position Description

Position title: Graduate Process Engineer (>1 year)
Position code: MCA_00343
Career level: 2

Responsible for

To carry out, under professional supervision, various technical process, production & engineering projects.

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

May supervise technicians.

Main activities

- Duties include:
- monitoring plant performance;
- carrying out investigations to optimise plant performance
- assisting with project work; and
- conducting analyses designed to improve plant processes & procedures.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree in process or chemical engineering, or metallurgy. Up to two years of relevant professional experience.

Other comments

Alternate titles: Graduate Metallurgist.

Position Description

Position title: Graduate Process Engineer (<1 year)
Position code: MCA_03431
Career level: 2

Responsible for

Undertaking activities of a limited scope under close supervision

Report to

Senior Process Engineer or Experienced Process Engineer.

Supervises

No supervisory responsibilities.

Main activities

- Conducting minor assignments under close supervision.
- Preparing and presenting basic technical reports, analyses and documents.
- Utilising a variety of standard methodologies and techniques in solving basic technical problems.
- Assisting more senior staff in analysing information.
- Developing an understanding of the business.
- Undergoing training, either formal or informal, on a regular basis.
- Contributing to team projects.

Key skills

- Research skills acquired at University.
- Developing communication, organisational, analytical and problem solving skills.
- Developing technical ability.

Internal contacts

Staff at all levels.

External contacts

No external contacts.

Typical experience

Typically <1 years experience , with a Metallurgy or Chemical Engineering tertiary qualification.

Other comments

Position Description

Position title: Senior Project Engineer (Ops) (Combined)
Position code: MCA_00545
Career level: 4

Responsible for

To undertake complex investigations & engineering design projects to improve & expand plant performance & capacity.

Report to

Technical Services Manager

Supervises

Experienced Project Engineers

Main activities

- identifying & recommending engineering solutions to resolve production process problems or improve efficiencies;
- providing technical input to process engineers & maintenance personnel developing process & maintenance systems;
- preparing project plans, cost estimates, budgets & schedules for plant improvements, expansions & upgrades;
- supervising contractors engaged in plant expansions to ensure required quality, time & cost standards are achieved;
- managing the commissioning & handover of completed projects to operations personnel; and
- allocating project assignments to engineers & drafting personnel & monitoring progress.

Key skills

Nil.

Internal contacts

External contacts

Typical experience

A tertiary degree or diploma in an Engineering discipline. Typically seven to ten years of experience in engineering design & construction.

Other comments

This is similar to Level 3 responsibility under the Professional Engineers classification system. This position contains all variations of work patterns and work environments.

Position Description

Position title: Experienced Draftsperson
Position code: MCA_00572
Career level: 3

Responsible for

Undertake design & detailed drafting assignments.

Report to

Drafting Supervisor.

Supervises**Main activities**

- developing sketches & working drawings to meet engineers requirements;
- liaison with process & engineering personnel to establish design criteria
- applying engineering principles & mathematical calculations to prepare draft designs
- preparing schematics & diagrams for training & promotional purposes
- undertaking plant visits to obtain data for "as built" drawings; and
- preparing & maintaining accurate & up-to-date "as built" drawings of process plant & ancillary services.

Key skills

Nil.

Internal contacts**External contacts****Typical experience**

Engineering or drafting qualifications Three to five years' experience as a design draftsperson. Experience with CAD techniques.

Other comments