

## Position Description

### Port of Portland

# Maintenance/Project Superintendent

January 2025

*This document is subject to review from time to time.*

### Section A

**Position:** Maintenance/Project Superintendent

**Reports to:** Infrastructure Manager

**Location:** Port of Portland

### Section B

**Position Objective:** The Maintenance/Project Superintendent is responsible for overseeing the planning, coordination, and delivery of capital projects and maintenance activities to ensure operational reliability, safety, and efficiency. This role involves managing contractors, coordinating preventative maintenance programs, and leading the delivery while ensuring compliance with regulatory and organisational standards.

A key focus of this role is supporting the Infrastructure Manager in driving a safety-first culture to deliver asset maintenance and capital works programs.

The Maintenance/Project Superintendent role is a critical leadership position within our organisation.

**Nature and Scope:** Port of Portland is a strategic deepwater Port operating in south-west Victoria.

The Port is owned by Palisade Ports Pty Ltd, an investment managed by Palisade Investment Partners.

**Functional Relationships:**

***Internally***

- CEO
- Management Team
- Operations Planner/Scheduler
- Operations Supervisors
- Administration and Finance

***Externally***

- Tenants
- Port Users
- Regulators and Government Agencies
- Contractors
- Suppliers
- Community

## Section C – Key Tasks and Specific Accountabilities

The Maintenance/Project Superintendent is responsible for the following:

<b>1.</b>	<b>Safety, Health and Environment Management</b>	
(a)	Promote a safety-first culture by holding teams accountable, engaging stakeholders, and driving continuous health, safety, and environmental performance improvement.	
(b)	Develop, implement, and maintain Standard Operating Procedures (SOPs), Job Safety and Environmental Analysis (JSEAs), Risk Assessments, and the Permit to Work system.	
(c)	Monitor and enforce adherence to safe work procedures, identifying opportunities for improvement and implementing corrective actions.	
(d)	Report hazards, near misses, incidents, and faults promptly and complete regular safety audits and risk assessments.	
(e)	Lead investigations following incidents, oversee implementation of corrective actions and ensure timely closure of actions in line with due dates.	

<b>2.</b>	<b>Maintenance Management</b>	
(a)	Assist the Infrastructure Manager in developing, implementing, and managing preventative maintenance schedules, ensuring tasks are executed efficiently, on schedule, and in adherence to organisational policies, procedures, and regulatory requirements.	
(b)	Lead the planning and delivery of major maintenance projects, ensuring timely delivery within scope and budget.	
(c)	Collaborate with the leadership team to develop and implement strategic asset maintenance plans that align with the organisation's long-term goals.	
(d)	Support the Organisation in allocating resources, including labour, equipment, and materials, to deliver effective service for all port users.	
(e)	Manage the asset maintenance system and data, including inspection reports and work orders, ensuring complete and accurate data. Provide detailed reporting on the preventative maintenance function.	
(f)	Develop and monitor preventative maintenance budgets, maintain cost control, and report against budget projections.	
(g)	Develop and maintain strong relationships with tenants, port users and contractors to address concerns, improve maintenance efficiency and ensure compliance with regulatory requirements.	

<b>3.</b>	<b>Capital Project Delivery</b>	
(a)	Assist the Infrastructure Manager in developing, implementing, and managing the capital works program, ensuring tasks are executed efficiently, on schedule, and adhering to organisational policies, procedures, and regulatory requirements.	
(b)	Lead the onsite delivery of capital projects, ensuring timely delivery within scope and budget.	

	(c)	Develop and monitor the capital budget, maintain cost control, and report against budget projections.
	(d)	Develop and maintain strong relationships with tenants, port users and contractors to address concerns, improve efficiency and ensure compliance with regulatory requirements.

<b>4.</b>	<b>Contractor Management</b>	
	(a)	Engage and manage contractors, ensuring compliance with safety standards, contractual obligations, and performance expectations.
	(b)	Assess training, competency, and familiarisation needs of project team members, ensuring staff and contractors have the required training to perform roles safely and effectively.
	(c)	Manage and maintain service provider contracts and oversee the day-to-day delivery.

## Section D – Person Specification

### Qualifications

- Bachelor's degree in engineering, Trade Certificate, and Health and Safety Representative (HSR) OH&S certificate are favourable but not mandatory.
- Strong knowledge of health, safety, and environmental regulations and industry standards.
- Minimum 5 years' experience in project supervision, maintenance planning, contractor management, and capital project delivery or similar role.

### Skills and Knowledge

- Strong knowledge of preventative maintenance systems, asset management, and reliability principles.
- Proven ability to plan, prioritise and manage operations to meet industry and customer requirements within established deadlines and budgets.
- Excellent written and verbal communication skills with the ability to adapt style and approach based on team needs and dynamics.
- Experience in safety incident reporting, investigation and root cause analysis.
- Strong problem-solving skills, with a proven ability to make sound, timely decisions to address and overcome operational challenges.
- Ability to develop and maintain safe systems of work, including risk assessments, procedure and managing permit to work system for high-risk activities.
- Experience in project scope development, budgeting, forecasting, cost estimation and control is advantageous.
- Ability to understand and interpret Engineering Drawings and plans.
- Experience in mediation, negotiation and resolving conflicts supporting collaboration and maintaining team cohesion.
- Proficiency in Microsoft Office applications (Excel, Word, Outlook, Teams) and software systems, including safety, maintenance, procurement and finance.
- Proven ability to build and maintain constructive relationships with key stakeholders, including regulatory bodies and industry groups.

**Personal Attributes**

- Ability to thrive in a fast-paced, high-pressure environment, with the capacity to manage multiple priorities.
- Collaborative team player, with a strong ability to work across teams and departments to achieve shared goals.
- Excellent safety leadership, with a commitment to maintaining a safety-first culture.
- Commitment to lead, motivate and develop employees and promote an inclusive, respectful and collaborative team environment.

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Review Date

Signed: Employee

Signed: Manager