

## Role Description

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# Maintenance Systems Specialist

## Role Summary

The Maintenance Systems Specialist is responsible for designing, deploying, configuring, and optimising maintenance systems like SAP and Asset Performance Management (APM) software tools to monitor the changes in an organisation's assets and ensure they continue to perform at an optimum level.

Maintenance systems like these can monitor asset health, track performance and predict maintenance needs thereby allowing organisations to make smart decisions about how to use their assets effectively.

The successful deployment and integration of these systems can lead to reduced unplanned maintenance, lower maintenance costs and increased asset reliability and lifespan.

This role is instrumental in understanding the client's asset management problems, gaps and needs from a systems perspective, assessing potential solutions, providing recommendations and implementing solutions.

## Key Relationships

| Internal                                                                                                                                   | External                |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Operations Manager<br>Asset Management Lead<br>Senior Asset Management Specialist<br>Asset Management Specialist<br>Master Data Specialist | Client Key Stakeholders |

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### Key Responsibilities

#### Maintenance System Analysis

Work with client and key stakeholders to:

- Understand organisation's asset management problems, gaps and needs in their maintenance systems
- Select, implement or upgrade Computerised Maintenance Management System (CMMS) as required
- Select, implement or upgrade Asset Performance Management (APM) system as required
- Understand current maturity level of maintenance processes and systems
- Understand asset criticality to drive priority for maintenance and operation
- Understand Failure Modes and Effects Criticality Analysis (FMECA) to determine the extent of maintenance that is required
- Understand current asset health and condition monitoring to determine which assets require intervention or changes to maintenance strategies to avoid problem reoccurrence
- Understand master data concepts to help build the above maintenance tools
- Extract, summarize and manipulate data related to asset criticality and condition (e.g. work order history, oil sample and inspection results) to provide to key stakeholders such as the Asset Management Specialist for further analysis

#### Maintenance System Assessment

- Based on the information collected above, assess potential solutions and provide recommendations for changes in APM or similar maintenance systems
- Develop or refine requirements for APM or similar maintenance systems

#### Asset Assessment Checks

- Review asset assessments like "Asset Criticality" and check for consistency and accuracy in APM or similar maintenance system. Configure / optimise as required
- Perform the above checks for asset management, maintenance, work management and reliability areas as required

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### **Maintenance System Configuration & Optimisation**

- Assist with the development of asset criticality, FMECA and maintenance strategies in APM or similar maintenance system during Operational Readiness
- Assist with the development of preventive and corrective maintenance instructions using client's tools (e.g. Standardised Work App) during Operation Readiness
- Integrate APM software tools or similar maintenance systems with existing operational, safety, and maintenance systems as well as other 3rd party systems to create a digitalized environment
- Develop complex rules based on available data to flag the requirement for maintenance or other interventions or to automatically trigger work requests, work orders or other actions from within the system
- Map out the process and implement system solutions to identify and eliminate defects through the application of targeted root cause analysis, development of appropriate action plans and monitoring completion of actions
- Integrate monitoring devices (e.g. sensors, cameras) to critical and important assets that allow continuous monitoring
- Configure and consolidate asset health information in the system according to client's requirements (e.g. dashboard and reports)
- Assess the impact of the above changes while in operation and adjust as required
- Ensure compliance with all company and local legislation, regulations, and procedures including safety, health, environment, and community standards

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### Qualifications & Experience

- Ability to travel to client's facility in Australia and / or overseas as required
- Degree qualified in mechanical engineering, electrical engineering, systems engineering or similar field.
- 3+ years practical experience using maintenance systems like APM or similar within the resource industry
- Proven experience with equipment criticality, FMECA, maintenance strategy development and root cause analysis
- Strong experience with Maintenance Management systems and Microsoft Office suite

### Skills & Attributes

- Well-developed communication skills, team and interpersonal skills
- Ability to consult and collaborate
- Continuous improvement mindset
- Well-developed analytical and problem-solving skills
- Ability to work under pressure and achieve deadlines
- Well-developed time management, planning and organisational skills
- Excellent attention to detail
- Sound knowledge and understanding of Australian or relevant international acts, codes, regulations and standards
- Ability to develop and maintain knowledge and understanding of trends and technology within your discipline
- Ability to work independently and manage multiple priorities effectively
- Well Developed business acumen and negotiation skills, with the ability to identify future work and obtain new clients for LAM (Highly Desirable)

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### Document Control

| Approver    | Date Created | Custodian  | Review Date |
|-------------|--------------|------------|-------------|
| Tim Langley | 31/10/2024   | Operations | 31/10/2025  |

### Approval Record

| Business Role   |                         | Name             |
|-----------------|-------------------------|------------------|
| <b>Author</b>   | Business Administration | Deborah Kleinert |
| <b>Reviewer</b> | Operations Manager      | Tim Langley      |
| <b>Approver</b> | Operations Manager      | Tim Langley      |

### Document Amendment Record

| Version No. | Person Making Change | Change Description                                                 | Date of Change |
|-------------|----------------------|--------------------------------------------------------------------|----------------|
| 0.1         | Deborah Kleinert     | Draft version of document                                          | 31/10/24       |
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| 0.3         | Tim Langley          | Reviewed and changes made                                          | 28/11/24       |
| 1.0         | Deborah Kleinert     | Document Changes Finalised                                         | 29/11/24       |

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### Key Stakeholders

| Department              | Business Role                   |
|-------------------------|---------------------------------|
| Lead Asset Management   | Managing Director               |
| Business Administration | Business Administration Manager |
| Operations              | Operations Manager              |
| Operations              | Maintenance Systems Specialist  |