



Maintenance Planning & Delivery Lead

Position: Maintenance Planning & Delivery Lead

Reports to: Infrastructure & Strategic Assets Manager

Direct Reports: Workshop / Mechanical, Electrical, Facilities Maintenance and Grounds functions

CMMS implementation and ownership

Lead the implementation, development and ongoing use of Northport's CMMS as the central system for maintenance planning and work management.

- Lead CMMS deployment, configuration and ongoing development.
- Establish and maintain the asset hierarchy and equipment registers.
- Develop equipment criticality rankings.
- Develop and maintain preventative maintenance schedules.
- Establish work-order processes and workflows.
- Develop job plans, task lists and standard work instructions.
- Establish appropriate maintenance reporting and KPI dashboards.
- Develop user training and promote effective CMMS utilisation across maintenance functions.
- Maintain the integrity and accuracy of maintenance data.
- Ensure work orders are accurately raised, progressed, completed and closed.
- Maintain accurate maintenance history and asset records, including meeting any legislative or regulatory requirements for records.
- Integrate relevant spare parts, inventory, documentation and drawings into the maintenance system.
- Analyse trend data to make recommendations around improvements and maintenance strategies, including predictive and condition monitoring routines.
- Drive utilisation of the CMMS across the business.
- Provide the SMT with regular reports in an agreed format from the CMMS.

Maintenance planning and scheduling

Establish a disciplined maintenance planning and scheduling process covering daily, weekly, monthly and annual maintenance requirements.

- Review maintenance requests and determine appropriate work requirements.
- Generate and prioritise work orders.
- Define work scope, labour, materials, equipment and specialist requirements.
- Develop weekly and monthly maintenance plans.
- Ensure coordination with the operations teams when planning maintenance that might effect their ability to deliver their service.
- Maintain the forward maintenance programme.
- Coordinate maintenance activities across mechanical, electrical, facilities and other specialist resources.
- Coordinate contractor requirements.
- Ensure permits, isolations and other controls are identified before work commences.
- Balance planned, preventative and reactive maintenance, with operational challenges that will be presented due to the nature of an operational port environment.
- Forecast labour and resource requirements, including stock levels and critical spares.
- Ensure materials, equipment and spare parts are available when required.
- Optimise the utilisation of internal and external maintenance resources.

Team leadership and work management

Provide effective day-to-day leadership of Northport's maintenance functions.

- Lead and coordinate the maintenance teams.
- Conduct regular planning and coordination meetings with the maintenance department and operational teams.
- Allocate work through the CMMS and agreed work programmes.
- Monitor work progress and address bottlenecks.
- Re-prioritise work in response to changing operational requirements.
- Coordinate internal trades and specialist contractors.
- Provide clear expectations around work quality, completion and documentation.
- Develop a culture of accountability, teamwork and continuous improvement.
- Support staff development and capability within the maintenance functions.

Safety, risk and compliance

Ensure maintenance activities are undertaken safely and in accordance with Northport's operational and statutory requirements.

- Champion a strong safety culture across maintenance activities.
- Ensure maintenance work is appropriately planned with relevant safety controls.
- Participate in risk assessments, Job Safety Analyses and other safety processes.
- Ensure maintenance plans incorporate appropriate risk controls.
- Ensure statutory inspections and maintenance requirements are scheduled and completed.
- Maintain appropriate compliance records within the CMMS.
- Support internal and external audits and regulatory inspections.
- Investigate maintenance-related incidents and implement agreed corrective actions.

Maintenance performance and continuous improvement

Use maintenance information and performance data to improve the reliability, efficiency and effectiveness of Northport's maintenance programme.

- Monitor maintenance KPIs and team performance.
- Analyse maintenance trends, failures and recurring issues.
- Identify opportunities to improve preventative maintenance strategies.
- Develop predictive and condition-monitoring approaches where appropriate.
- Monitor planned versus reactive maintenance.
- Identify and address maintenance backlogs.
- Drive improved CMMS utilisation and data quality.
- Recommend improvements to maintenance strategies, processes and resource utilisation.
- Promote a culture of continuous improvement across the maintenance function.
- Assist with development of annual budgets and develop systems to work within annual budget requirements.

Key relationships

The role will work closely with:

- Infrastructure & Strategic Assets Manager
- Engineering & Asset Development Lead / Port Engineer
- Port Operations and Marine teams, including Marina and Hardstand
- Health & Safety
- Finance and procurement
- Contractors and specialist service providers
- Port users
- Northport Group operational and asset users

Skills, experience and qualifications

Essential

- Relevant tertiary, planning or trade qualification, or equivalent relevant professional experience.
- Experience in the use of a Computerised Maintenance Management System, preferably within a port, marine, industrial, infrastructure, construction or similar operational environment.
- Current New Zealand driver's licence.
- Good written and verbal communication skills.
- Strong organisational skills and attention to detail.
- Ability to collect, manage, analyse and communicate data and information.
- Competence with Microsoft Office, particularly Word and Excel.
- Ability to work independently, take ownership of assigned work and contribute effectively within a team.

Desirable

- Experience in the establishment of a Computerised Maintenance Management System,
- A minimum of five years' experience in a management or leadership role within a port, marine, industrial, infrastructure, construction or similar operational environment.
- High level of experience in the ability to prioritise tasks effectively and achieve outcomes.
- Demonstrated experience in driving a strong safety culture with a continuous improvement mindset.