



POSITION DESCRIPTION

Position Title:	Manipulator Technician
Cluster / Business Unit / Division	AME
Section or Unit:	Active Mechanical
Classification:	Band 4
Position Description Number:	PD-0859
Work Contract Type:	Technical
STEMM/NON-STEMM:	

POSITION PURPOSE

The primary objective of the Manipulator Technician role is to maintain, install, and diagnose faults on a range of different manipulators used for the remote handling of materials in a radioactive environment.

ORGANISATIONAL ENVIRONMENT

ANSTO is the national organisation for nuclear science and technology. We focus on undertaking leading edge research, delivering innovative scientific services and providing specialised advice to government, industry, academia and other research organisations.

AME is dedicated to maintaining ANSTO's facilities and environs, providing a range of customer services to support ANSTO's research, business activities and projects at the Lucas Heights Science & Technology Centre and the National Medical Cyclotron at Camperdown.

There are 3 main units within AME:

- Engineering
- Maintenance Services
- Development Workshop

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Fault finding and maintenance of various types of manipulators and associated components.
- Timely and accurate diagnosis and repair of manipulators and other mechanical/electrical components.
- Carry out scheduled maintenance and repair/replace defective components.
- Respond to emergency breakdowns in hot cells and provide technical advice on manipulator maintenance and performance issues 24/7.
- Use expertise to assess and provide feedback to management on equipment performance and maintenance processes to drive improvements in plant utilisation and safety.
- Interpret customer requirements from a range of sources including, verbal instructions, drawings and other documentation.
- Exercise a flexible approach to work and tasks to ensure repairs to manipulators & other related equipment are completed to appropriate standards without interrupting production activities.
- Manufacture components out of a range of materials using workshop machinery and equipment.
- Share administrative roles and responsibilities amongst team members.
- Consult with team members to assess priorities of multiple, and sometimes conflicting, work orders.

- Ensure maintenance records (SAP database, work orders, records sheets, etc) are prepared and updated in a timely manner.
- Monitor stock levels of Manipulator spares, consumables and reorder as required using SAP.
- Keep abreast of changes in technology, maintenance and repair techniques as they apply to manipulators. Undertake training as required to maintain expertise in manipulator servicing
- Co-ordinate, mentor and train other maintenance staff on maintenance practices, processes and procedures, including work safety practices.
- Promote a strong safety culture including participating in the preparation of Safe Work Method Statements and other forms of risk assessments to ensure all maintenance activity is performed to the highest safety standards.
- Undertake additional duties as required and during periods of leave of other staff.
- Fulfil OHSE responsibilities as specified in AG-2362 of the ANSTO OHSE system.

Decision Making

The Manipulator Technician reports to the Mechanical Supervisor and will work as part of the Active Mechanical team.

The position's key internal customers include all ANSTO divisional stakeholders who require support in fault diagnosis, servicing and installation of various types of manipulators. External stakeholders include suppliers of specialised equipment and spare parts.

Key Challenges

Developing and maintaining knowledge of plant systems and procedures in order to deliver quality outcomes to high profile research and production projects.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Manager/Executive	<ul style="list-style-type: none"> • Mechanical Supervisor
Work area team members	<ul style="list-style-type: none"> • Manipulator Technicians. • Maintenance Technicians (Mechanical)
Direct Reports	<ul style="list-style-type: none"> • Nil
Other departments	<ul style="list-style-type: none"> • •
External	
Title, group, committee, industry or business	<ul style="list-style-type: none"> •
Title, group, committee, industry or business	<ul style="list-style-type: none"> •

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Mechanical Supervisor
Direct Reports	Nil
Indirect Reports	Nil
Financial Data ()	
	NA

Revenue / Grants	NA
Operating Budget	NA
Staffing Budget	NA
Capital Budget	NA
Assets	NA

Special / Physical Requirements

Location:	Lucas Heights / Camperdown / Clayton Working in different areas of designated site/campus as needed
Travel:	May be required travel to ANSTO sites from time to time
Physical:	Office based physical requirements (sitting, standing, minimal manual handling, movement around office and site, minimal hours working at computer) Labour intensive physical requirements (sitting, standing, frequent manual handling) Standing for long periods Frequent movements (climbing, stooping, kneeling, crouching, crawling) Working in a loud environment Industrial facility physical requirements (lifting, standing for long periods, operating machinery, equipment and manipulators) Wearing personal protective equipment for the handling of hazardous and/or radioactive materials Working in confined space environment including wearing respiratory equipment Working at heights.
Radiation areas:	May be required to work in radiation areas under tightly regulated conditions Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements Shift work After hours work will be required on a regular basis After hours work may be required for short and infrequent periods Required to participate on an on-call roster 24x7x365
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety

Specific role/s as specified in AP- All Workers
2362 of the ANSTO WHS Management System
Manipulator Technician

ORGANISATIONAL CHART

See attached.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. Tertiary qualifications (commonly trade certificate or higher) in Fitting & Machining, Mechanical or related discipline.

2. Extensive experience in maintenance, fault diagnosis, installation, commissioning and fabrication of plant and equipment in an industrial or scientific workplace within either Mechanical, Electrical and/or Instrumentation & Control discipline.
3. Significant experience in maintenance, repair and installation of specialised robotic equipment and ensuring work conforms to relevant standards and statutory requirements.
4. Experience with fault finding in mechanical devices and knowledge of practical ways of reducing or eliminating downtime including applying safe work practices and working without direct supervision.
5. Proven ability to lead and/or contribute within a self-managed team environment.
6. Ability to solve problems independently and pro-actively with a demonstrated high level of self-motivation.
7. Ability to manage time effectively, meet tight deadlines, communicate effectively and a proven ability to interaction within a team environment.
8. High level of customer service to divisional staff and external parties in a professional, helpful and timely manner.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Jim Bannister	Name:	Mark Moore
Title:	Active Maintenance Manager	Title:	GM Maintenance
Signature:		Signature:	
Date:	29.1.20	Date:	29.1.20