Australian Government

ANSTO
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POSITION DESCRIPTION

Position Title:	Maintenance Technician
Cluster / Business Unit / Division	Nuclear Operations and Commercial
Section or Unit:	Nuclear Medicine
Classification:	Band 4/5 (linked)
Job Family:	Trades & Labour
Position Description Number:	PD-2096
Work Contract Type:	Technical
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The primary purpose of the Maintenance Technician is to conduct quality plant maintenance activities, which including manufacturing equipment, supporting engineering tasks and projects, and maintaining maintenance documentation. This role ensures the reliability and availability targets for the respective radiopharmaceutical production facility are met while maintaining and ensuring ongoing compliance with safety, regulatory, and statutory requirements, including to ARPANSA and TGA regulations.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Nuclear Medicine and Commercial group includes several plant facilities within Health Products and ANSTO Nuclear Medicine (ANM).

Nuclear Medicine is engaged in the manufacture and sales of radiopharmaceutical and radiochemical products. Manufacturing is strictly controlled, where processes must meet certain standards based upon the requirements in the current Guide to Good Manufacturing Practice (GMP). Quality Assurance (QA) is essential and, due the time sensitive nature of the products, just-in-time principles are applied.

The Engineering and Maintenance team is responsible for the reliability and availability of the respective radiopharmaceutical production plant and its associated systems and ensures ongoing compliance with regulatory and statutory 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.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities – Band 4

- Perform multiple maintenance tasks (breakdowns, inspections, preventive work) independently, ensuring compliance with technical, safety, quality standards, and budget.
- Perform scheduled preventive maintenance, use scheduled outages for fault diagnosis and corrective actions as per approved procedures.
- Inspect equipment routinely, document issues, and resolve technical or production problems.
- Prioritise and adjust daily work schedules to meet deadlines and stakeholder expectations.
- Liaise with stakeholders to resolve maintenance issues; escalate complex problems to Team Leader or Engineer.
- Provide feedback on plant performance and maintenance processes to improve safety, efficiency, and availability.

- Manufacture, assemble, test, install, and commission equipment and spare parts.
- Ensure all work meets client requirements and complies with ANSTO safety rules, TGA/ARPANSA regulations, ISO standards, and OHSE directives.
- Maintain accurate records in SAP and keep supervisors updated on progress.
- Assess safety and quality requirements for maintenance tasks and mitigate risks.
- Promote safety culture through risk assessments and SWMES development.
- Assist with contractor coordination and support activities.
- Support development of preventive and condition-based maintenance programs.
- Contribute to continuous improvement initiatives for plant safety, quality, and reliability, including project design and process enhancements.
- Apply independent judgment and collaborate across disciplines to understand complex technical issues.
- Perform additional duties as required, including covering for absent staff.

Key Accountabilities – Band 5

In addition to performing all Band 4 key accountabilities, the key accountabilities for a Band 5 position include:

- Demonstrated performance of key accountabilities for the Band 4 Maintenance Technician above
- Demonstrated capability to support maintenance work across Nuclear Medicine's facilities
- Demonstrated knowledge of GMP and regulatory requirements across Nuclear Medicine facilities.
- Independently perform maintenance, configuration, testing, fault-finding, and repairs on advanced Nuclear Medicine facilities and systems — including;
    - active ventilation,
    - safety,
    - control,
    - production,
    - and condition monitoring systems

  While maintaining strong theoretical and practical knowledge to ensure effective troubleshooting and reliability.
- Independently undertake multiple maintenance requests competently (e.g. breakdowns, inspections, preventative maintenance) ensuring work is carried out with attention to detail according to client, technical, safety and quality requirements.
- Support system engineering and capital project engineers with complex issues, technical advice, drawing and document reviews.
- Use expertise to assess and provide feedback to management on plant performance and maintenance processes to drive improvements in plant availability, safety and efficiency through critical thinking.
- Act as Maintenance Supervisor during periods of leave.
- Act as Maintenance Planner during periods of leave (subject to specific training and authorisation in SAP)
- Demonstrated advanced SAP PM skills in areas such as, but not limited to, notification and work order creation, scheduling, back log management, historical data searching, measurement point data input, and actively providing information for master data improvement.
- Maintain technical expertise, guide, train, mentor, coach and develop less experienced Maintenance Technicians to develop and build capability and competence within the Nuclear Medicine Maintenance team.
- Demonstrated ability contribute to long term work planning and the optimisation of maintenance strategies, work processes, procedures and critical spare parts inventory, with system engineers, operators, and managers.
- Lead complex problem-solving efforts, offering expert guidance to resolve technical issues and strengthen team-based troubleshooting approaches.
- Apply theoretical knowledge in practice to solve complex problems associated with advanced nuclear medicine systems which may be outside direct scope of experience.

- Communicate effectively and contribute with technicians, operators, system engineers, project engineers and managers on technical issues.
- Lead prototype development and conducts expert reviews of technical documents to ensure clarity, accuracy, and adherence to engineering standards.
- Demonstrate a high level of integrity and credibility in all working relationships.

Decision Making

Band 4

- The position works within a framework of regulation, standards and procedures. Within this framework the position has some independence in determining how to safely and effectively manage workload, including deciding on methods and approaches on a job-by-job basis.

Band 5 (in addition to Band 4)

- The position is fully accountable for the accuracy, integrity and quality of the content of data and advice provided to managers and system engineers and is required to ensure that decisions are based on sound evidence, but at times may be required to make effective judgements under pressure or in the absence of complete information or expert advice.
- Determines key work priorities within the context of agreed work plans and consults with the supervisor on complex, sensitive and major issues that have a significant impact on Nuclear Medicine systems.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

Band 4

- Developing and maintaining knowledge of Nuclear Medicine plant systems and procedures to deliver quality maintenance to the production facilities.
- Carry out work in a heavily regulated environment and ensure the required safety standards, code of GMP and ARPANSA requirements are met.
- Prioritising workload where there are competing stakeholder and regulatory requirements and unplanned activities required to be undertaken within short timeframes.
- Maintaining the plant given the requirement to always comply with OL&Cs, regulatory requirements, codes and standards.

Band 5 (in addition to Band 4)

- Developing and maintaining knowledge of Nuclear Medicine facilities given the complexity, diversity and uniqueness of the systems which are in the only facility of their type in Australia.
- Contributing to the development of innovative and creative solutions to complex maintenance issues where there may be few precedents.
- Carry out, and lead, work in a heavily regulated environment and ensure the required safety standards, code of GMP and ARPANSA requirements are met.
- Manage personal day-to-day work schedule and activities and prioritising workload where there are competing stakeholder and regulatory requirements and unplanned activities required to be undertaken within short timeframes.

KEY RELATIONSHIPS

Who	Purpose
Internal	
• Supervisor/Manager	• Receive guidance and direction. • To escalate complex issues
• Work area team members	• Contribute to group decision making processes, planning and goals. • Collaborate and share accountability. • Negotiate and resolve conflicts
• Direct Reports	• Nil
External	
Contractor	• Manage contractor work to ensure delivery as per requirement
ARPANSA/TGA/Other	• Ensure compliance within areas of responsibility

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Maintenance Team Leader
Direct Reports	Nil
Indirect Reports	Nil

Special / Physical Requirements	
Location:	Lucas Heights 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, extended 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 and/or participation on an on-call roster 24x7x365 may be required. After hours work may be required.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Supervisors Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties

KNOWLEDGE, SKILLS AND EXPERIENCE

Band 4

- Trade qualification in Electrical or Mechanical or Instrumentation & Controls or Electronics or Fitting & Machining.
- Demonstrated competence and industrial experience in electrical or mechanical maintenance of plant and equipment (e.g. maintenance of High Voltage network, active Ventilation Systems, ANSTO Isolations).
- Experience working in a Nuclear or other highly regulated environment
- Experience working in Good Manufacture Practice (GMP) production facilities and knowledge of relevant nuclear and pharmaceutical production regulations and legislation
- Demonstrated ability to work well and problem solve both independently and within a team environment.
- Demonstrated ability to communicate effectively with a variety of stakeholders at all levels of an organisation.
- Deadline driven, proactive and reliable in a time pressure environment.
- Strong customer service focus.
- Demonstrated ability to conduct maintenance work safely and competently, in more than one role if required, without direct supervision.
- Strong time management, planning and problem solving skills in delivering maintenance solutions.

Band 5

In addition to Band 4 requirements:

- Post trade or dual trade qualifications and/or specialist training.
- Demonstrated capability supporting maintenance work across Nuclear Medicine's facilities.
- Extensive experience in maintaining, calibrating, and testing in Nuclear industrial processes and safety systems relevant to qualification speciality (or a minimum of 3 years of relevant industry experience).
- Knowledge of quality assurance systems, business management systems and continuous improvement processes.
- Advanced knowledge of maintenance management processes within SAP PM.
- Ability to prepare prototypes for engineering and review technical documents including reports, manuals, work instructions, & maintenance strategies.
- Experience acting in leadership roles within the team, such as maintenance supervisor and planner roles, in addition to leading complex problem solving.
- Knowledge and demonstrated capability to independently undertake maintenance, configuration, testing, fault-finding and/or repair tasks on advanced Nuclear Medicine systems including;
  - Active Ventilation Systems
  - Safety Systems
  - Control Systems
  - Production Systems
  - Condition Monitoring
  - and/or other advanced control systems.
- Maintain a high level of technical expertise, guide, train, mentor, coach and develop less experienced Maintenance technicians to develop and build capability and competence within the Nuclear Medicine Maintenance team.

LINKED ROLE TRANSITION REQUIREMENTS

Transition from Band 4 to Band 5 will occur following a recommendation from the relevant Line Manager, assessment by Management and approval from the General Manager.

Transition within the linked role is not automatic and the ability to perform Band 5 accountabilities will need to be demonstrated and assessed to the knowledge, skills, experience, accountabilities and responsibilities section of this PD. This is to be done by completing the justification against *Table 1* and the attached form, following a submission for formal approval.

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.

Delegated Authority	
Name: Darren Elliot	Name: Ian Martin
Title: Head of Engineering	Title: General Manager, Nuclear Medicine Operations
Signature:	Signature:
Date: 01/12/2025	Date: 01/12/2025

Nuclear Medicine Maintenance Technician (PD-2096)
Band 4 to Band 5 Transition Checklist

Name:	
Commencement Date:	
Assessment Date:	

Written submission demonstrating and justifying how the employee meets requirements to be attached.

Requirements for transition	Met Criteria
Minimum 3 years working as a Maintenance Technician (Band 4) OR Minimum 3 years of equivalent industry experience	☐ Yes ☐ No **OR** ☐ Yes ☐ No
Post trade or dual trade qualifications and/or specialist training	☐ Yes ☐ No
Assessed as competent for carrying out all basic Nuclear Maintenance Technician specific competencies independently.	☐ Yes ☐ No
Assessed as competent for carrying out multiple advanced Nuclear Maintenance Technician specific competencies independently.	☐ Yes ☐ No

Demonstrated ability to independently and responsibly perform Band 4 accountabilities and apply required knowledge, skills and experience for the Band 5 position including:	
Undertake Band 5 accountabilities independently with no direct supervision	☐ Yes ☐ No
Demonstrated performance as detailed in Section - ACCOUNTABILITIES & RESPONSIBILITIES – Band 5 Requirements	☐ Yes ☐ No
Demonstrated performance as detailed in Section - KNOWLEDGE, SKILLS, EXPERIENCE – Band 5 Requirements	☐ Yes ☐ No
Demonstrate a high level of integrity and credibility in all working relationships.	☐ Yes ☐ No
Provide and be recognised by others as a source of high-level technical advice in relation to advanced Nuclear Medicine facilities and systems.	☐ Yes ☐ No

Manager Recommendation

I have reviewed the employee's competence in accordance with Linked Role PD-2096 and certify that the employee meets all requirements for transition and recommend transition from Band 4 to Band 5 be endorsed as demonstrated in the attached written submission detailing how the employee meets each of the requirements.

Name & Title:			
Signature:		Date:	

Senior Manager

I have assessed the submission and confirm that the employee meets all requirements for transition from Band 4 to Band 5 .

Name & Title:			
Signature:		Date:	

General Manager

I have reviewed all information and approve transition from Band 4 to Band 5 .

Name & Title:			
Signature:		Date:	
Effective date of transition:			