



Position Description

Maintenance Co-ordinator/Senior Technician

Project Wine is a contract winery located in the Langhorne Creek wine region. Our winery processes up to 15,000 tonnes of grapes annually from many wine regions of South Australia. The role of the Maintenance Co-ordinator/Senior Technician is to manage all maintenance activities and repairs of the winery and grounds.

The makeup of this role is approximately 75% hands-on maintenance work and 25% administration work.

Duties and Responsibilities:

- Conduct scheduled and unscheduled maintenance and repairs of all winery equipment, machinery, and site/grounds.
- Initiate, implement, and manage the maintenance strategies for the site.
- Conduct routine machine inspections, diagnose, and fix machinery faults.
- Procure and manage inventory (parts, building materials, tools, and other supplies) required for maintenance tasks in a cost-effective manner.
- Management and maintenance of the winery workshop including all tools, materials, parts, and lubricants in a tidy, orderly and safe manner.
- Prevent delays in the operation of the winery and avoid potential workplace hazards.
- Ensure that legislative compliance of permits, registrations and licences are maintained.
- Adhere to WHS procedures, wear PPE as required and where relevant act on workplace hazards.
- Involvement in capital improvement and projects.
- Pre-vintage set-up and servicing and post-vintage pack up.
- Conduct routine risk assessments and developing departmental SOP's.
- Other duties as required.

Supervisory Responsibilities:

- Supervise small maintenance team and external contractors when on site.

Key stakeholder Relationships:

- Internal - working relationships with the winemaking team, cellar staff, laboratory staff, administration, and finance teams.
- External – working relationships with subcontractors, suppliers, compliance/certification organisations.

Qualifications/Requirements:

- Possess a multidiscipline maintenance understanding including but not limited to mechanical, electrical, hydraulics and pneumatics.
- One of the following trades would be beneficial but not essential; A or B Class Electrician; Fitter and Turner; Boiler Maker/Welder.
- Experienced in scheduling and undertaking hands-on repairs and maintenance.
- Ability to climb and ascend high structures (tank platforms).
- Physically fit, driven with the desire to work in a hands-on role.
- Ability to solve practical problems and think outside the square.
- Analytical with a good eye for detail, highly organised with the ability to prioritise.
- Safety focused.
- Experience and knowledge with industry compliance requirements.
- Sound ability to effectively manage costs.
- Excellent communication skills, with experience in MS Office suite and basic computer literacy.
- Driver's licence and access to reliable transport
- Able to provide some degree of flexibility for the occasional after hours call outs. Whilst this role is predominantly Monday to Friday day work throughout the year, during harvest January to April, there may be the occasional after hours call outs.

Reports to:

- Senior Winemaker/General Manager

Location:

- Winery – 83 Pioneer Road, Angas Plains SA 5255.