

<b>Position Title</b>	Supervisor, Mechanical and Air Conditioning
<b>Position Number</b>	6000009118
<b>Classification</b>	HEWL 7
<b>Hours per week</b>	36.25
<b>Division</b>	<a href="#">Services and Resources</a>
<b>Directorate or College</b>	<a href="#">Estate</a>
<b>Reports To</b>	Manager, Building Services

## Contribution to the JCU Community

At JCU we firmly believe that people are our most valuable asset, so we work to grow and diversify the skills, knowledge and capability of all our staff. We live by our values and deliver against our Strategic Intent in an environment that values respect, excellence and delivering a sustainable future for the people of the Tropics.

The **Supervisor, Mechanical and Air Conditioning** is responsible for the effective, efficient, and sustainable operation of the University's mechanical and technical systems, contributing to positive teaching and learning experiences.

## Key Accountabilities and Deliverables

1. Ensuring University mechanical systems are functional and operational, undertaking preventative, planned and corrective maintenance on a variety of systems in accordance with relevant best practice standards, codes, and regulations.
2. Increasing energy efficiency within the University by utilising asset and building management systems to optimise and operate mechanical systems to deliver quality performance outcomes.
3. Delivering technical expertise to resolve complex system performance issues, ensuring all maintenance requests are completed in a safe and timely manner.
4. Proactively managing safety of the works, ensuring all risk management paperwork and documents are developed and submitted in a timely manner to enable work permits to be issued and mitigate service-related risk to the University.
5. Engaging and managing contractors from on-boarding to off-boarding through appropriate procurement, performance and safety management to achieve high-quality service outcomes.
6. Contributing to the continual improvement of the Estate customer service catalogues, measuring performance outcomes against customer feedback and providing recommendations for procedural or process improvement.

## Key Requirements for success

1. Mechanical trade qualification (minimum Cert III) as a Refrigeration Mechanic, Electrician, or Fitter and Turner with extensive relevant experience in line with the appropriate Higher Education Worker Level as provided in the [Enterprise Agreement](#).
2. Demonstrated knowledge and experience in managing complex building mechanical and technical systems with a focus on air quality and energy optimisation, ensuring compliance with relevant regulations, standards and applicable codes.
3. Demonstrated functional supervisory skills with the ability to show leadership and oversee the delivery of quality performance outcomes.

Role Profile Template Approved	Date: August 2022	Version No. 002
Evaluation Approval Number: 2023044	Date of last review: November 2023	Human Resources Directorate – Talent Team

4. Demonstrated high level written and verbal communication skills with proven ability to maintain highly effective working relationships, including demonstrated ability to consult and liaise with staff from all levels of university and external parties.
5. Significant organisational and time management skills, with the ability to manage own workflow and prioritise to ensure deadlines and targets are met.
6. Demonstrated ability to review and implement business improvement initiatives contributing to the effective and efficient use of resources.
7. Demonstrated computer literacy with ability to utilise a computerised maintenance management system to procure goods and services on behalf of the University, and in line with approved financial delegations.

## Position Dimensions

- This position will be responsible for the management and leadership of contractors.
- Budget accountability: >\$1M
- Travel between campuses and remote locations may be required from time to time.
- It is a requirement of this position to:
  - Participate in an afterhours on call roster
  - Hold a current Working with Children Blue Card or have the ability to obtain
  - Hold a valid C class Driver's Licence
  - Hold a Construction Industry White Card.
- Participation in competency and compliance training, as well as adherence to the Enterprise Agreement and [Code of Conduct](#) is required.

## About JCU

As Australia's only university established to focus on the issues of Northern Australia and the Tropics worldwide, JCU is dedicated to helping the world's tropical regions to prosper.

Our Values: Excellence | Authenticity | Integrity | Respect JCU

Organisational Structure - [James Cook University](#)

Read more about our commitments to sustainability and reconciliation - [Strategic Direction](#)

Role Profile Template Approved	Date: August 2022	Version No. 002
Evaluation Approval Number: 2023044	Date of last review: November 2023	Human Resources Directorate – Talent Team