

POSITION DESCRIPTION

Position:	5117 Maintenance Services, Technical Officer
Work Area:	Campus Development & Services
Classification:	Level 6
Supervisor:	4788 Building Services Manager

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

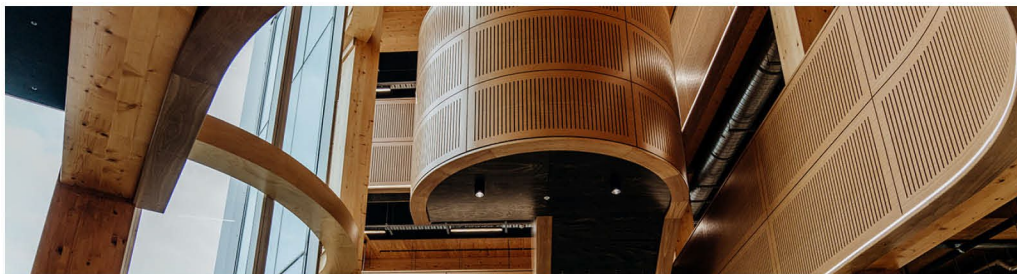
- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmental sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF CAMPUS DEVELOPMENT AND SERVICES

Campus Development and Services (CD&S) is responsible for the planning, management, operation, and maintenance of the UniSC's physical facilities. CD&S leads the development and implementation of the UniSC's campus master plans, strategic asset management plan, carbon management plan, space planning, maintenance planning, emergency planning, capital works planning and budget setting. Campus operations are also the responsibility of CD&S, and include day-to-day operational responsibilities such as grounds maintenance, security and safety, fleet, traffic management, contractor management and coordination of space usage. CD&S is responsible for the delivery of the UniSC's capital projects and the management of its commercial operations. CD&S plays a key role in helping the UniSC achieve its strategic goals.

PRIMARY OBJECTIVES OF THE POSITION

1. Coordination and supervision of contractors across building trade, mechanical and electrical services in the delivery of maintenance works.
2. Manage the procurement of contractors and ensure works are completed on time, within budget, to the required quality standards and compliance with workplace health and safety requirements.



3. Collaborate with Campus Development & Services (CDS) colleagues to provide a reliable and efficient maintenance service.

NATURE AND SCOPE OF POSITION

Under the broad direction of the Building Services Manager, the position coordinates and supervises the delivery of planned and reactive maintenance, minor works, facilities compliance and procurement of contractors and services in line with relevant HSW policies, legislation and standards

The position is required to participate in the provision of an emergency and after-hours maintenance services.

The position's primary responsibilities relate to the Caboolture, Moreton Bay, Southbank, Morayfield campuses and other locations as required.

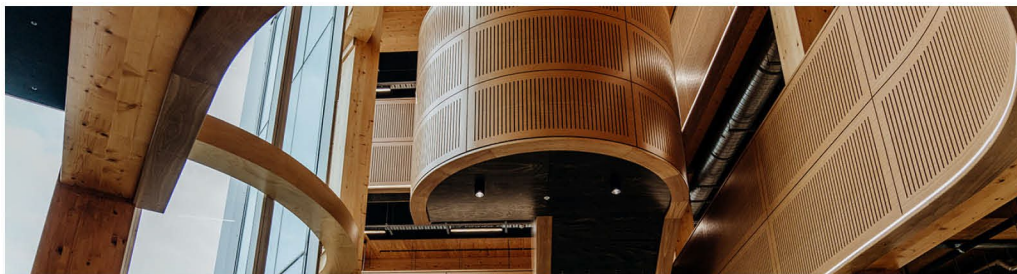
KEY ACCOUNTABILITIES OF THE POSITION

1. Planning, supervision and delivery of planned and reactive maintenance, minor works and facilities compliance in line with relevant HSW policies, legislation, and standards.
2. Manage the appointment of contractors and services, including developing the scope of works, procurement, tendering and contractor performance.
3. Manage the financial aspects of maintenance works ensuring completion consistent with budget allocation, tracking expenditure and processing of purchase orders and invoices
4. Manage contractors, ensuring maintenance works comply with contractual requirements, including delivery schedule and performance measures.
5. Coordination of contractor access, including meeting UniSC and regulatory health and safety standards and requirements.
6. Ensure high quality standards of maintenance works including management of contractor defects and rectifications
7. Develop and maintain strong communication and relationships with colleagues, customers, suppliers, contractors, and other key stakeholders.
8. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Extensive trade experience in building services, facilities maintenance trades, compliance and facilities contract support.
2. Experience in the use of electronic and digital systems including maintenance/building management systems, databases and spreadsheets.



3. Well-developed communication and interpersonal skills, including the ability to build relationships and collaborate with colleagues, clients, contractors and suppliers.
4. Analytical and problem-solving skills to prioritise competing tasks and deadlines.
5. Experience in financial expenditure and budget control.
6. Knowledge and understanding of relevant HSW legislation and practical application in the workplace.
7. Ability to meet the physical requirements of the position, including climbing ladders, working at heights and manual handling.
8. A current Queensland Drivers Licence (Class C)

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.