MAINTENANCE OFFICER

DEPARTMENT/UNIT: BPD Services

FACULTY/DIVISION: Buildings and Property Division

CLASSIFICATION: HEW Level 5

WORK LOCATION: Clayton

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Buildings and Property Division are the stewards of our beautiful campuses. We contribute to Monash’s global reputation as a leader in research and teaching by providing world class, award-winning buildings, innovative teaching spaces, quality facilities and stunning grounds. We support the University’s day to day operations by delivering a wide range of services such as facilities management, maintenance, security, traffic, parking, cleaning, waste, mail, courier, pool vehicle hire and shuttle bus services.

At Buildings and Property our customers always come first.

We engage closely with our students and staff to ensure a safe, healthy and sustainable campus environment that enables them to thrive and flourish. In our dealings with each other and our broader Monash community we strive for relationships that are respectful, inclusive, collaborative and transparent.

At Buildings and Property, we provide opportunities for our staff to develop their knowledge and skills, to innovate and expand their thinking and to initiate and deliver ideas that translate into efficient, effective and customer focussed outcomes. We value strong teamwork and collaboration and we build effective partnerships across the University and beyond to leverage the very best expertise to deliver cutting edge solutions for our customer. We strive to be the best at what we do.

POSITION PURPOSE

The Maintenance Officer is responsible for ensuring the continuous facilities management operational associated services across the University to maintain operational functionality. The position represents the Operations team and is the first point of contact for all operational activities. The Maintenance Officer supports and directs all contractors to ensure all facilities are maintained and operational, and that management and statutory obligations are met.

Reporting Line: The position reports to the Senior Maintenance Officer under general supervision

Supervisory Responsibilities: Not applicable
Financial Delegation: Not applicable
Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Support the Senior Maintenance Officer to prevent or mitigate damage or interruptions to equipment and services through the conduct of periodic inspections and maintenance of plant
2. Support a team of operational staff/contractors in the effective delivery and compliance of high quality services, ensuring minimal disruption to university business operations
3. Ensure all maintenance of operational services are undertaken by services contractors in compliance with OH&S guidelines, including
4. Plan and undertake specialised administrative tasks associated with the delivery of maintenance services to clients, including the provision of status update reports
5. Develop and maintain relationships with contractors, clients and other stakeholders, in order to achieve outcomes
6. Attend to facility emergency situations to provide technical expertise, support and assistance

KEY SELECTION CRITERIA

Education/Qualifications
1. The appointee will have:
   • A relevant trade qualification in an electrical or mechanical stream with a combination of the following certificates (High Voltage Electrical First-aid, Confined Space, Elevating Work Platforms, Safe Work at Height, Rope Rescue, Asbestos Removal, and OH&S); and/or
   • substantial demonstrated experience in a facilities management field; or
   • an equivalent combination of relevant experience and/or education/training in facilities management

Knowledge and Skills
2. Sound knowledge of high/low voltage electrical systems, building/mechanical materials and their application, HVAC systems (heating, ventilation and air conditioning), and fire detection and evacuation systems to provide effective and timely advice to colleagues and contractors
3. Demonstrated ability to achieve a collaborative and safe work environment
4. Demonstrated ability to exercise independence, judgement and initiative
5. Ability to work as an effective member of a team and to demonstrate value in working with others, sharing information and making collective decisions
6. High-level planning and organisational skills with the flexibility to respond to changing priorities
7. High-level written and oral communication skills, including the ability to maintain relationships with a range of colleagues, contractors and clients
8. Proficient in a range of current software packages including the Microsoft Office Suite, with the ability to quickly adapt to and learn new software packages

OTHER JOB RELATED INFORMATION

• Travel to other campuses of the University is required
• A current Victorian Driver’s License is required
• There may be a requirement to work additional hours from time to time
• There may be peak periods of work during which taking of leave may be restricted

**LEGAL COMPLIANCE**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.