PURPOSE STATEMENT:
The mission of the Facilities and Services Division is to ‘enable academic excellence at the ANU through integrated and innovative facilities and project delivery’. The three key portfolios within the Division are Operations, Infrastructure and planning and Corporate.

The Division’s Maintenance portfolio provides comprehensive preventative and corrective maintenance services across ANU. The Building Management System Officer (BMS Officer) delivers effective, timely and high-quality maintenance and minor works services to the Acton campus, and remotes sites if required.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The BMS Officer reports to the BMS Supervisor to execute statutory, preventative and corrective maintenance services and to work with other trade staff and contractors to deliver Building Management maintenance and minor works services to the ANU. While the role has general duties and responsibilities, the BMS Officer will be expected to work across a wide range of areas, as and when required, consistent with the classification of the position.

The BMS Officer will provide service all buildings on campus with a focus on Automation and Controls. To maximise customer satisfaction and minimise site downtime by providing exceptional technical support. This will include Configuration, Programming & Commissioning of BMS/HVAC equipment, controls systems and monitoring equipment.

The BMS Officer will be required to maintain professional and effective working relationships with team members, contractors, key stakeholders and ANU clients.

Role Statement:
Under the general direction of the BMS Supervisor, the BMS Officer will:

• Apply trade/ relevant expertise to maintain ANU buildings systems, HVAC and site services in good working order.
• Perform routine preventative maintenance and repair services on existing BMS/DDC Controls and mechanical systems.
• Carry out scheduled service & updates for BMS and Building Automation.
• Configuration and programming of BMS/HVAC control systems.
• Troubleshoot and diagnose issues with BMS systems and associated equipment.
• Poses the ability to identify improvements to existing BMS installations.
• Operate a range of equipment in a safe manner, which may include but is not limited to: motor vehicle, elevated work platforms and forklifts.
• Maintain trade competency through professional development, statutory training and licenses.
• Utilise computer-based programs to access information and enter data relating to job planning, scheduling, work quality, asset condition assessment and feedback.
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
• Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

See the classification descriptors for professional staff and minimum standards for academic staff

### SELECTION CRITERIA:

1. A recognised trade certificate/ Relevant experience within the Building Management Systems area with experience preferred in the following areas:
   a. Commercial and/or domestic heating and ventilation plant and building mechanical services and equipment.
   b. Maintaining and monitoring BMS components of all HVAC related plant and equipment plant including room air conditioning, boilers and large chiller plants.
   c. Undertaking fault finding and monitoring of electronic controls systems to ensure correct operation and maintaining conditions of buildings.
2. Demonstrated well-developed written and verbal communication skills, with the proven ability to liaise effectively with a wide range of clients, contractors and other staff.
3. Demonstrated appreciation, awareness and understanding of workplace health and safety standards.
4. Ability to work independently or in a team environment, using sound judgement, initiative and problem-solving skills to ensure the ability to manage workloads and meet required deadlines.
5. Demonstrated understanding of equal employment opportunity principles and a commitment to the application of EEO policies in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

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<th>Supervisor/Delegate Signature:</th>
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<td>Printed Name:</td>
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### References:

- [Professional Staff Classification Descriptors](#)
- [Academic Minimum Standards](#)