



## Position Description – Building Maintenance Officer`

### About Arts Centre Melbourne

Situated in the heart of Melbourne’s cultural precinct, Arts Centre Melbourne presents world-class performing arts in a year round exciting program. Experience Australia’s best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.

Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.

### About the Business Unit

The Facilities Management Services is responsible for the achievement of corporate objectives with respect to the physical assets of Arts Centre Melbourne. It is also responsible for developing a landmark cultural facility with outstanding venues and a welcoming, safe and secure environment.

### About the Position

<b>Primary Purpose</b>	The Building Maintenance Officer will ensure the building fabric, furnishings and furniture are functional and maintained in order to maximise the availability and performance of assets.
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<b>Reports to</b>	Team Leader Maintenance Services
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<b>Direct Reports</b>	N/A
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<b>Key Relationships</b>	<b>Internal</b> All ACM departments
	<b>External</b> Patrons, Presenters, Hirers, Service Providers and Contractors

<b>Position Type</b>	Full Time, Ongoing
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<b>Salary Classification</b>	Band 2.2
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<b>Financial Delegation</b>	As per Financial Delegation Policy
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Key Criteria	
Qualifications	Certified Carpenter and Cabinet Maker or other relevant trade certificate or equivalent experience.
Experience	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience in a building maintenance position</li> <li>▪ Experience and knowledge of OH&amp;S legislation, regulations and codes of practice</li> <li>▪ Experience with overseeing contractors and conducting maintenance works</li> <li>▪ Experience undertaking Safe Work Method Statement (SWMS)</li> <li>▪ Basic computer knowledge</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Experience working as part of a large and diverse team</li> <li>▪ Asset information management system</li> </ul>
Other (i.e. legal or physical)	<ul style="list-style-type: none"> <li>▪ Working at heights at times</li> <li>▪ Ability to see in low light, walking and using stairs, standing for extended periods, manual handling/lifting e.g. moving furniture, desks etc.</li> </ul>

Accountabilities
<ul style="list-style-type: none"> <li>▪ Ensure preventative and corrective maintenance are performed on building fabric, furniture and furnishings with the agreed Arts Centre Melbourne's standards that minimises risk of injury and damage</li> <li>▪ Carry out scheduled and ad-hoc maintenance according to priority and within maintenance requirements in order to meet expected service delivery times and customer expectations</li> <li>▪ Attend to jobs raised through the Asset Management System</li> <li>▪ Report any defects or improvements/replacements in buildings and equipment as necessary</li> <li>▪ Ensure plant and equipment is used in a safe manner, is tested and tagged and is in accordance with its intended use</li> <li>▪ Work closely with external contractors and suppliers regarding repairs and maintenance</li> <li>▪ Be pro-active in caring the for the health and safety of all team members within Arts Centre Melbourne</li> <li>▪ Continually develop skills and competencies to increase capability as an effective Building Maintenance Officer</li> <li>▪ General ad hoc duties as directed</li> </ul>

## Decision Making

- Undertake duties and direction, coordinates with other trades, contractors as well as other business unit stakeholders.
- The incumbent will be required to balance the often competing enquiries and immediate demands of internal and external stakeholders.
- A moderate level of operating autonomy is required and the ability to take tactical decisions within the scope of the role.