POSITION DESCRIPTION

Engineering Services Officer (Mechanical)

Feb 2024
Position Summary

College / Division
Student Services & Operations

School / Section
Facilities Management

Location
Hobart

Classification
HEO Level 6

Reports to
Manager, Engineering Services and Systems

Direct reports
Nil

Delegation level
Profile D

The Opportunity

The Engineering Services Officer (Mechanical) position is designed to provide engineering services, related to building services infrastructure for the relevant region(s). Specifically, the building services for this role are Mechanical and Gas related services. The focus for this position is the Southern facilities.

Services provided by this position range from various systems operations and administration, surveys/inspections, maintenance/works-related advice, contribution to asset knowledge/information and management of works, including projects. This position also supports works management across a variety of projects as required.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.
Accountabilities and outcomes

Purpose

The Engineering Services Officer (Mechanical) position is responsible for the operation of HVAC and BMS across our Southern campuses. It is a regional role designed to enable effective facility, trades, and safety management across our sites.

Key Result Areas

• Provide expert advice on relevant aspects of building services infrastructure, specifically mechanical, for works and maintenance within the University, providing stakeholder briefings, communications and expectation management.
• Provide advice and leadership in the scoping and costing of works with responsibility for consideration of procurement measures.
• Assist with maintaining acceptable reliability across various complex systems and infrastructure, identifying opportunities for service development and improvement through systems innovation.
• Provide expert advice in the development and implementation of University strategies, policies, procedures and protocols relating to building services infrastructure, utilities and related software systems.
• Champion the continuous improvement of areas of responsibility and the broader team, including infrastructure data/knowledge, data analysis, and the measurement of building performance, ensuring effective reporting of issues and recommendations for consideration.
• Represent Facilities Management in the management of minor capital and operating projects, works for utilities, building services infrastructure, software, and systems, providing oversight/direction to trades undertaking works.
• Manage WH&S checks, progress checks, quality checks, feedback and additional payments for trades and service providers working on building and facility projects/maintenance.
• Actively participate in delivering the University’s energy strategy, by closely collaborating with staff and contractors to innovate and adapt our systems and operations.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

• Treating all others – staff, students and community with fairness, equity and respect.
• Ensuring the workplace is an inspiring and safe place to be.
• Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

• Evaluative: Excels at examining information and asking probing questions, documenting facts and interpreting data in an objective manner.
• Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
• Flexible: Has an optimistic approach and readily recovers from setbacks. Embraces change and invites feedback to adapt and improve in the face of new challenges.
• Resilience: Able to stay calm under pressure and tolerate stress. Adept at calming others and resolving conflict in stressful situations.
Core Capabilities

- **Strategy into Action**: Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.
- **Sustainability in Action**: Brings multiple lenses of sustainability to work activities including financial, environmental and commercial sustainability.
- **Well Managed Delivery and Performance**: Effectively deploys management systems including planning, operational controls, ongoing performance management and reviews, progress and impact measurement and retrospective operational and outcome reviews.
- **Innovation Management**: Effectively facilitates idea generation within and across teams. Brings cohorts of people together to incubate ideas from concept to design to implementation. Fosters and enables safe spaces for creative thinking and contribution.

Role Specific Skills, Knowledge and Experience

- A degree qualification in electrical/mechanical/building services engineering with relevant practicing experience and/or operational experience.
- Proven knowledge of and experience in building services including the ability to interpret plans, schematics and other technical documentation.
- Developed knowledge of property management and operation.
- Experience managing external relationships with variety of trades and stakeholders in a large and complex organisation with varying needs.
- Experience in complex property-based software systems and/or building management systems such as HVAC control, CCTV, access control, lighting, and metering.
- Strong analytic thinking, numeracy and problem-solving skills resulting in effective solutions to complex technical problems.
- Proven understanding and use of modern project management methods to plan and manage a complex range of activities with a wide range of stakeholders to meet deadlines and respond to changing priorities.
- Leadership skills including personal initiative and self-motivation, and the ability to motivate, develop and empower staff to consistency achieve.

Qualifications and Licences

- Current Australian Driver Licence.
- Applicants for this position may be required to undergo a criminal history and identity check.

Other Requirements

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

This position may require regular travel between campuses to deliver services and may also require visiting and working in the field in remote locations.
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utasm.edu.au

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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.