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| **College/Division:** | Facilities and Services Division |
| **Faculty/School/Centre:** | Maintenance |
| **Department/Unit:** | Service Delivery |
| **Position Title:** | Mechanical Services Supervisor |
| **Classification:** | ANU Officer Grade 6 (Maintenance) |
| **Position No:** | 699 |
| **Responsible to:** | Service Delivery Manager |
| **Number of positions that report to this role:** | 2-4 |
| **Delegation(s) Assigned:** | D6 - 183, 220 - $5,000 (excluding GST) per transaction |

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| **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 four key portfolios within the Division are Operations, Projects, Maintenance and Corporate and Client Services.  The Division’s Maintenance Portfolio is responsible for the management and delivery of best practice maintenance and minor capital works at the ANU and managing the asset life cycle and asset management plans (AMPs) across the ANU.  The Service Delivery team delivers maintenance services and minor capital works to the University, including the Acton campus and remote sites. The Services Supervisor is responsible for the delivery of effective, timely and high quality services in relation to a specific trade function or multi-disciplined team of trade staff.  **KEY ACCOUNTABILITY AREAS:**  **Position Dimension & Relationships:**  Reporting to the Service Delivery Manager, the Supervisor is responsible for delivery of effective, timely and high quality maintenance and minor works services in relation to a specific trade function or multi-disciplined team of trade staff. This will include carrying out statutory, preventative and corrective maintenance services and minor capital works across the University. The Supervisor will have responsibility for supervising and monitoring performance of works undertaken by external contractors engaged for statutory, preventative and corrective maintenance services and minor capital works within the relevant trade function.  The Supervisor will use their initiative and trade expertise to establish and implement processes to support effective delivery of maintenance services consistent with the values and priorities of the University and in compliance with relevant government legislation and statutory frameworks.  The Supervisor will develop and maintain professional and effective working relationships, and be responsive and work closely with other Supervisors and team members across the Maintenance Portfolio. The Supervisor will be required to engage and work with stakeholders across campus, other University staff (both internal and external to the Division) and external clients and contractors in order to establish and maintain effective relationships and support the provision of University maintenance services.  **Role Statement:**  Under the broad direction of the Service Delivery Manager, the Supervisor will:   1. Provide effective leadership, supervision, direction and guidance to staff within a specific trade function or multi-disciplined team. This includes but is not limited to the coordination of tasks, staff attendance, professional development requirements and supporting the Service Delivery Manager in managing complex staff matters such as post injury return to work plans, conduct and performance. 2. Supervise and monitor performance of works undertaken by external contractors engaged to perform maintenance services and minor capital works within a trade function. 3. Diagnose and identify solutions for complex problems and issues relating to maintenance services and minor capital works within a specific trade function. 4. Deliver statutory, preventative and corrective maintenance services and work with other trade staff and external contractors, as required, within a trade function. 5. Maintain awareness of Work Health and Safety legislation and support a safe work environment for trade staff and/or contractors through the implementation and use of safe work procedures and reporting incidents, exposures, hazards or health and or safety concerns in accordance with University procedure. 6. Effectively use University systems and equipment to access information and enter data relating to provision of maintenance services including but not limited to: job planning, scheduling, work quality, asset condition assessment and feedback. 7. Operate a range of equipment in a safe manner, which may include but is not limited to: specialist trade equipment, tools or machines, electric vehicles, elevated work platforms and forklifts. 8. Maintain trade competency through professional development, statutory training and licences. 9. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity. 10. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling. |

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| **SELECTION CRITERIA:**   1. Completion of a post trade certificate or advanced certificate plus extensive relevant experience. Appropriate trade licence as applicable. 2. Demonstrated ability to effectively manage and lead a small team of trade staff undertaking high quality, complex works within a client service delivery environment. 3. Demonstrated high level experience in diagnosing and solving complex problems and issues relating to maintenance services and minor capital works within a specific trade function. 4. Proven and effective communication and interpersonal skills including the ability to liaise with a diverse range of stakeholders to build and maintain effective relationships. 5. Demonstrated awareness of Work Health and Safety legislation, and proven experience in supporting a safe work environment for trade staff and/or contractors through the implementation of safe work procedures in a maintenance and building works context. 6. Demonstrated understanding of equal employment opportunity principles and a commitment to the application of EEO policies in a University context. | | | |
| **Supervisor/Delegate Signature:** |  | **Date:** | 21/11/2016 |
| **Printed Name:** | Trent Orchard | **Uni ID:** | U4028609 |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |