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**Position Title:** Team Leader (Building and Interiors)  
**Position Classification:** Level 8  
**Position Number:** 316171  
**Faculty/Office:** Campus Management  
**School/Division:** Central SDC  
**Centre/Section:** Maintenance and Operations  
**Supervisor Title:** Manager, Campus Maintenance and Services  
**Supervisor Position Number:** 315686

### **Your work area**

Campus Management is responsible for planning, designing, developing and managing the University's campus and property portfolio to support teaching, research and campus life. Campus Management delivers a range of University-wide services including strategic planning, property management, facilities operations, major projects and developments, sustainability, landscape, security and transport. Within the Central SDC the role shares accountability for the operational delivery of Campus Management services and its primary customers are the Central Units and the whole of the University.

### **Reporting Structure**

Reports to: Manager, Campus Maintenance and Services

Direct reports: Painting Officer, Building Officer, Flooring Officer, Furniture Officer, Asset Officer

### **Role statement**

The position is required to manage General Building Maintenance Programs and supervise building maintenance, furniture and painting programs and minor construction projects. The position will take a leadership role in supervise tradespersons and contractors in determining work allocation, priorities and plans. The position will ensure adequate training, career progression and development of staff.

### **Key responsibilities**

#### **Supervision**

- Manage and review General Building Maintenance Programs
- Supervise and plan Building Maintenance Projects
- Oversee Minor Construction Projects
- Supervise and manage Furniture and Flooring Programs
- Oversee Painting Programs
- Supervise University Trade Resources and Contractors

#### **Administration**

- The position is responsible for the management of maintenance programs & projects, including budgets and project administration
- Actively contribute to scoping and specifications development
- Take responsibility for purchasing, delivery and receipting
- Prepare quotes for Trades and technical services projects
- Manage Program and Project budgets and reporting
- Weekly project scheduling & reporting
- Management of staff related Human Resource issues

## General

- Maintain currency with statutory regulations and ensure all work is in compliance with them.
- Provide expert technical advice as required
- Observe & reinforce current Industrial Relations, Human Resources and Occupational Health & Safety requirements
- Assist after hours callout personnel when required
- Other duties as directed

## **Specific work capabilities (selection criteria)**

Trade or technical qualifications or equivalent level of experience

Extensive current working knowledge and experience in building maintenance practices

Sound knowledge and application of the Australian Building Code, Building Regulations, WH&S Requirements.

Substantial experience delivering maintenance programs and projects

Ability to manage technical, trade and maintenance resources including contractors

Experience in developing scope of works, specifications, job quoting, tendering and management of actual job costing skills

Excellent time management & organisational skills

Excellent written and verbal communication skills and high level consultation skills

Ability to work as a member of the management team to work to business plans and strategic objectives

Valid, current "C" class driver's licence

## **Special Requirements**

Available for "on call" including occasional weekend work.

## **Compliance**

### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>