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| **Position Title** | Team Leader (HVAC & Mechanical Services) |
| **Classification** | Level 8 |
| **School/Division** | Campus Management |
| **Centre/Section** |  |
| **Supervisor Title** | Manager, Asset Maintenance |

**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.

**Reporting structure**

Reports to: Manager, Asset Maintenance

Direct reports: HVAC Operations Officer

**Your role**

Under broad direction, you will supervise a team of in-house HVAC Operations Officers and outsourced HVAC and mechanical services service providers in the delivery of a safe, high-quality, customer focused HVAC service. This will include both planned and reactive maintenance, installation project works and ensuring all regulatory compliance is achieved.

You will be the lead HVAC and mechanical services specialist for UWA’s maintenance department, responsible for undertaking the more complicated and involved construction or maintenance tasks, and provide advice, training, and support to the HVAC team and others across the university.

You will be responsible for the entire UWA HVAC and mechanical services infrastructure and significant legislative and regulatory obligations for the university.

**Your key responsibilities**

Instil a strong focus on OH&S within the operational maintenance by having excellent knowledge of workplace OH&S practices and requirements.

Ensure all maintenance is undertaken in accordance with applicable regulations and procedures.

Maintain currency with statutory regulations and ensure all work is compliant.

Lead, supervise and train in-house HVAC maintenance staff and outsourced HVAC and mechanical services contractors.

Provide substantial input in the development and coordination of compliant maintenance strategies, quality assurance programs and improvement activities.

Develop applicable processes and procedures to ensure safe and compliant HVAC services and infrastructure.

Provide expert advice to management, staff, suppliers, and key stakeholders across the university on issues that relate to the maintenance and operations of HVAC and mechanical services equipment and infrastructure including compliance obligations.

Consult with and advise university wide departments and clients about works requirements including planned maintenance, reactive maintenance, minor works and capital works.

Develop project briefs, scopes of work and costings for minor HVAC and mechanical services works, including project management of approved works.

Assist with asset data collection requirements as directed by the Manager, Asset Maintenance, including asset related data attributes and asset condition surveys using available team resources.

Provide daily update on team priorities, performance and escalations at the maintenance team stand up meeting.

Manage overall building performance through the operation, adjustment, maintenance, and troubleshooting of building mechanical and electrical systems.

Inspect all building plant and equipment and responds to critical alarms and other emergency and building plant and equipment maintenance and operational issues.

Other duties as requested.

**Your specific work capabilities (selection criteria)**

Relevant Trade or technical qualifications or demonstrated equivalent competency.

Demonstrated knowledge of current technical/trade regulations.

Substantial relevant management experience and the ability to supervise staff and outsourced contractors.

Substantial experience delivering large scale HVAC and mechanical services works, including project management of approved works.

Highly developed organisational skills including the ability to plan own work schedule, set priorities and meet strict deadlines.

Excellent written and verbal communication skills and high level consultation skills.

Ability to work independently, show initiative, problem solve and work productively as part of a team.

Substantial experience of working with a diverse range of customers preferably in large organisations.

Experience in the maintenance/restoration of buildings with historical significance is desirable.

**Special requirements (selection criteria)**

Available for “on call” and occasional weekend work

Current ‘C’ Class driver’s licence.

WA restricted electrical license.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)