

Position Title	Operations Officer (HVAC)
Classification	Level 7
School/Division	Campus Management
Centre/Section	Maintenance and Operations
Supervisor Title	Team Leader, Plant and Equipment
Supervisor Position Number	315933
Position Number	NEW

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: Team Leader, Plant and Equipment

Your role

As the appointee you will, under broad direction, take a key role in the delivery of a safe, high-quality, customer focused HVAC service. This will include both planned and reactive maintenance, installation project works, high level supervision of outsourced mechanical service providers and ensuring all regulatory compliance is achieved.

You will be a member of the maintenance department. Have great communication skills and the ability to provide advice, and support to all stakeholders and others across the university regarding UWA HVAC infrastructure and significant legislative, regulatory, and statutory obligations for the university.

Your key responsibilities

Responsible for overseeing and responding to day-to-day faults, carry out investigation and necessary repairs to UWA HVAC equipment.

Provide high-level supervision and coordination of outsourced HVAC and mechanical contractors.

Have a strong focus on OH&S within HVAC service and maintenance by applying knowledge of workplace OH&S practices and requirements.

Ensures a high quality, customer focussed service is delivered in the relevant trade/technical area.

Translates and interprets plans and drawings for onsite installation, repairs, and maintenance

Maintain currency with relevant statutory regulations, standards and best practise whilst ensuring all work is compliant with them.

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

Train, support and provide advice on matters relevant to the trade/technical area.

Provide technical advice to management, staff, suppliers, and key stakeholders across the university on issues that relate to the maintenance and operations of HVAC equipment and infrastructure.

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

Compile project briefs, scopes of work and costings for small scale mechanical services 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

Participate in developing site policies and procedures, whilst sharing accountability for decisions taken.

Other duties as requested

Your specific work capabilities (selection criteria)

Relevant Technical or Trade Qualification

Substantial relevant technical experience in the full range of HVAC and building engineering services

Substantial in-depth knowledge in the full range of building engineering services including safety and compliance issues

Ability to work independently and apply judgement and innovation in the solution of complex operational problems

Excellent organisational skills and demonstrated ability to set priorities and to meet deadlines

Excellent written and verbal communication skills and a demonstrated commitment to client service

Proficiency in a range of computing skills

Demonstrated knowledge of current technical/trade regulations

Substantial relevant supervisory experience with the ability to supervise outsourced contractors

Ability to research and propose new innovative methodologies to site maintenance requirements

Special requirements (selection criteria)

After hours work may be required

Occasional weekend work

Restricted Electrical License

Current 'C' Class driver's licence

High risk work licence

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

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing safety.uwa.edu.au/