

## Position Description

### Officer, Mechanical Services and Automation



<b>Faculty/Portfolio</b>	Infrastructure and Property Group
<b>School/Centre</b>	Asset Maintenance and Renewal
<b>Basis of Employment</b>	Full-time (36.75 hours per week) and continuing
<b>Primary Location of Work</b>	Melbourne Burwood Campus
<b>Classification</b>	HEW 6
<b>Reporting Line</b>	Supervisor, Mechanical Services and Automation

#### ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Warrnambool Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Warrnambool campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

#### WHY WORK FOR OUR UNIVERSITY?

[Infrastructure and Property Group](#)

[Benefits of working at Deakin](#)

[Deakin's Strategic Plan – LIVE Agenda](#)

#### DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

[deakin.edu.au/about-deakin/careers-at-deakin](https://deakin.edu.au/about-deakin/careers-at-deakin)



## POSITION OVERVIEW

The primary purpose of the role is to undertake scheduled and unscheduled maintenance works to various heating and cooling systems throughout the many campus buildings. The position will also undertake planned maintenance works to various HVAC installations and monitor the planned maintenance works undertaken by the University's appointed contractors. The incumbent will be the direct contact for all related planned and unplanned works. The Officer, Mechanical Services and Automation will also make recommendations to the Supervisor, Mechanical Services and Automation relating to improvements to the service, installations and contractors. The position principally distributes and oversees contractor works although some administration tasks are also essential.

### Key Relationships:

<b>Internal</b>	<ul style="list-style-type: none"><li>• Infrastructure and Property Group staff</li><li>• University staff</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Contractors</li><li>• Consultants</li></ul>

## PRIMARY RESPONSIBILITIES

- Follow the direction and maintenance strategies set by the Supervisor, Mechanical Services and Automation.
- Independently undertake maintenance works to various heating and cooling systems, ensuring the effective implementation and operation of the plant to the University's Design Standards, building regulations and relevant codes.
- Engage and manage contractors, and monitor the maintenance works they undertake, to ensure compliance with University standards and contract conditions.
- Make critical decisions during emergency works and breakdown situations to ensure disruptions and repair costs are minimised.
- Analyse performance and / or failures of installations to recommend or initiate remedial works and repairs, and make recommendations regarding upgrades and improvements in installations, operations and procedures with consideration of their environmental impact.
- Key contact for all contractor inquiries relating to Heating, Cooling and Air Conditioning, and Building Automation.

## KEY DUTIES

- Follow and manage maintenance strategies to ensure their success in delivering both preventative and reactive maintenance tasks across all campuses.
- Support a tailored maintenance program to ensure the reduction of breakdowns and work requests, with particular emphasis on critical areas.
- Oversee a service contract strategy to strengthen programmed preventative maintenance and improve asset and building lifecycle, while reducing reactive maintenance costs.
- Make recommendations to the Supervisor, Mechanical Services and Automation with opportunities for improvement which may result in higher efficiency / and / or reduced breakdowns of University assets.
- Oversee repairs to heating and cooling installations in response to planned and unplanned maintenance requests.
- Oversee maintenance works to HVAC installations, typically replacement of consumable items such as filters.
- Triage of plant failures and instigation of speciality contractor attendance.
- Coordinate works ensuring quality standards and time schedules are met within budgets while minimising waste of materials and time, and disruption to staff and students.
- Make decisions to instigate specialist contractor's attendance where appropriate and be accountable for their work and costs, and ensure contractors update and close out assigned work requests and meet associated KPIs.
- Use computer programs including internet, Outlook and Word to ensure work is documented, standards are met and customers are communicated with.
- Ensure cleanliness and condition of mechanical plant rooms is to a good standard.
- Undertake or assist other trades in their tasks as required.

## ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

### Qualifications and Experience:

- Relevant trade qualification in HVAC/ Mechanical Services , or demonstrated significant and relevant experience
- Working within a multi-trade environment
- Knowledge of building industries including Occupational Health and Safety guidelines
- Significant and relevant experience with commercial Heating, ventilation, Mechanical Services and Air Conditioning equipment
- Building Automation System experience
- Knowledge of Archibus or similar work request system \*desirable
- Refrigeration experience \*desirable

### Capabilities and Personal Attributes:

- Ability to read and understand technical building and floor plans within a multi-trade environment
- Ability to understand and work with building automation control software, i.e. Tridium
- Fault finding and diagnosis to make recommendations for best solutions
- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience
- Proven capability to work positively and effectively as part of a collaborative work team, to accommodate and work well with different working styles and to work independently where required
- Demonstrated ability to organise and plan, and to meet rigid and conflicting demands and deadlines, along with the ability to adapt to changed priorities
- Proven computer literacy skills, including use of Microsoft Office suite, with attention to detail

## SPECIAL REQUIREMENTS

- Current Victorian Driver Licence
- Working With Children Check

## DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.