

Position Title	Campus Services Officer
Classification	Level 6
School/Division	Campus Management
Centre/Section	Maintenance and Operations
Supervisor Title	Facility Manager
Supervisor Position Number	321435
Position Number	315693, 315706, 315707,315937, 315708

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: Facility Manager

Your role

As the appointee to this position you will, under limited supervision, be responsible for localised delivery of Campus Management services. You will be a liaison point and provide expert advice and service to staff in the Service Delivery Centre's (SDC's), as well as providing quality assurance and oversight of outsourced functions, focusing on the coordination of maintenance and services related activities.

Your key responsibilities

Co-ordinate Campus Management services on behalf of SDC staff, including but not limited to:

Reactive and Preventative maintenance

Coordinate all reactive maintenance to ensure compliance and quality standards are maintained throughout the University

Inspect campus facility space/fixtures for deterioration and cleanliness

Develop and maintain a prioritised list of campus maintenance tasks within the nominated SDC

Coordinate with the SDC's service delivery of in house crafts/trade personnel and contractors, as necessary

Ensure that all facilities are structurally sound, mechanically operational, electrically safe and efficient by planning and scheduling of PPM (planned preventative maintenance) activities

Administer the preventative maintenance program through an in-depth understanding of maintenance programs together with their associated tasks

Maintain the CMMS to optimise the efficiency and effectiveness of the planned preventative maintenance program, coordinating with others as needed to achieve desired outcomes

Ensure that the cleaning of university facilities is carried out as per the contract including waste, recycling and debris removal

Advise Campus Management of any capital/minor works or repairs required for consideration

Estate asset administration

Monitor and report on estate related matters in a timely manner

Liaise and coordinate with internal and external stakeholders and service providers on all estate related services

Asset and facility audits

Conduct monthly building and utilisation audits

Assist SDC's with local space allocation including procurement and disposal of furniture, keys and lock management, annual audit

Stakeholder liaison and service delivery

Develop professional contacts with colleagues and industry affiliation; attend training and/or other courses as directed

Incident response

Monitor and plan for the likelihood of a significant disruption of services (i.e. heating, cooling, plumbing, electricity) to the University

Events support

Other duties as directed

Your specific work capabilities (selection criteria)

Qualifications in a relevant trade discipline or equivalent experience and competency

Substantial experience in coordinating building maintenance and services

Ability to support preventive maintenance as a strategy in maintaining University facilities and equipment, including but not limited to mechanical, electrical, plumbing, fire protection, and associated control systems

Highly developed communication skills and the ability to interact in a positive manner with the campus community and stakeholders to achieve outcomes

Ability to read and interpret Australian Standards, BCA, federal, state and local codes

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative, analyse problems and develop solutions

Demonstrated commitment to the provision of quality customer service

Substantial knowledge and demonstrated application of legislative and regulatory requirements in the areas of the Building Code of Australia (BCA), Australian Standards (AS),

Proficiency in a range of office computing skills (e.g. word processing, spreadsheets, database, internet, email, record management, Maximo preferred or similar)

Special requirements (selection criteria)

There are no special requirements

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/