



## Position Description – Engineering Officer

About Arts Centre Melbourne	
<p>Situated in the heart of Melbourne's cultural precinct, Arts Centre Melbourne (ACM) presents world-class performing arts in a year round exciting program. Experience Australia's best performing arts companies and exceptional international productions, alongside celebrations of comedy, cabaret and popular music.</p> <p>Our values describe behaviours we will demonstrate in our interactions with Visitors, Presenters, Government and each other: Leadership, Community, Care More and Creativity.</p>	
About the Business Unit	
<p>Facilities Management Services sits within the Operations pillar and is responsible for the strategic planning and effective operational management of the Arts Centre Melbourne services, buildings and precinct in delivering services to our customers and stakeholders.</p> <p>The business unit is comprised of three functional areas: maintenance services, engineering services and capital works.</p>	
About the Position	
<b>Primary Purpose</b>	This position is responsible for overseeing the day-to-day operations of the buildings services assets and systems, and to ensure equipment is maintained to maximise availability of supply and services.
<b>Reports to</b>	Team Leader, Engineering Services
<b>Direct Reports</b>	N/A
<b>Key Relationships</b>	<p><b>Internal</b></p> <p>Facilities Management Services and other Arts Centre Melbourne business units.</p> <p><b>External</b></p> <p>Public, Presenters and Hirers, Service Providers and Contractors, Tenants Customers and National Gallery of Victoria (NGV)</p>
<b>Position Type</b>	Full Time Fixed Term Contract
<b>Salary Classification</b>	3.3
<b>Financial Delegation</b>	As per the current Financial Delegation Policy

Key Criteria	
Qualifications	<ul style="list-style-type: none"> <li>- Electrical A grade license or equivalent technical qualification with experience working in commercial building services environment</li> <li>- Preferably an authorised high voltage operator certification or willingness to undertake certification</li> </ul>
Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Significant experience undertaking risk assessments of work methods</li> <li>• Significant experience operating building management systems and maintenance management systems</li> <li>• Knowledge of trade related standards and ability to interpret building plans, technical &amp; schematic drawings</li> <li>• Knowledge and experience on electrical installations, High Voltage and Low Voltage system maintenance</li> <li>• Knowledge and ability to interpret legislation, regulations and procedural guidelines, codes of practice and standards</li> <li>• Understanding of OH&amp;S Legislation, regulations and codes of practice</li> <li>• Demonstrated ability to operate complex electrical and mechanical systems</li> <li>• Ability to make quick decisions under pressure and resolve complex issues that arise including fault finding of building related services</li> <li>• Experience in overseeing the work of contractors</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Experience in maintenance service/support environment</li> </ul>
Other (i.e. legal or physical)	<ul style="list-style-type: none"> <li>• May be required to walk distances of up to 2-3 km's and work at heights</li> <li>• May be required to lift light equipment i.e. a general tool kit</li> <li>• Operate a computer and complex plant, machinery and systems</li> <li>• Must be able to work a flexible schedule in support of continuous rotating shift which includes weekends</li> <li>• Typically indoors with a requirement to work outdoors occasionally, this at times may include working in inclement weather conditions</li> </ul>

Accountabilities
<ul style="list-style-type: none"> <li>• Actively contribute to the success of Facilities Management Services unit and the Arts Centre Melbourne</li> <li>• Ensure preventative, corrective and breakdown maintenance is performed on plant and equipment and that it is operated and maintained in a safe and efficient manner</li> <li>• Ensure provision of timely and accurate advice and assistance in relation to development and execution of projects</li> <li>• Operate and oversee maintenance on High Voltage/Low Voltage electrical installations, chilled and Heating Hot Water, HVAC, Domestic water, Sanitary and other building services</li> <li>• Oversee work undertaken by Contractors and Service Providers to ensure it is completed within required regulations and guidelines</li> <li>• Ensure compliance with all regulatory legislative and internal Arts Centre Melbourne policies and procedures</li> <li>• Collaborate and assist in the delivery of projects as required</li> <li>• Comply with all Arts Centre Melbourne policies, procedures and guidelines in the interest of health and safety</li> <li>• Risk Management</li> <li>• Promote a safe, healthy and secure work environment</li> <li>• Contribute to the improvement of safety performance at Arts Centre Melbourne</li> </ul>

## Decision Making

- Under the broad direction of the Team Leader, Engineering Services this role delivers assigned tasks which involve making operational decisions and providing advice on recommended solutions.