

Facilities Technical Officer - Sydney

College/Division	Division of the Chief Operating Officer
School/Section	Infrastructure Services and Development
Location	Sydney – Rozelle Campus
Classification	HEO Level 6
Reporting line	Facilities Manager – College of Health & Medicine
Date	May 2022

Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-driven, relational, diverse, and development-focused.

The Facilities Technical Officer is a member of the Facilities Management Unit (FMU) within [Infrastructure Services and Development \(ISD\)](#).

FMU supports the University campus experience objectives through overseeing the planning, scheduling and delivery of maintenance services (preventative and corrective), overseeing infrastructure upgrades, managing statutory risk and compliance, planning, and managing the University's grounds, engineering services, water and sewerage. Overseeing delivery of the objectives to ensure WHS compliance is achieved and maintained.

Reporting to the Facilities Manager – College of Health & Medicine, you will support the delivery of maintenance services and infrastructure upgrades by assisting the Facilities Manager in overseeing corrective maintenance and infrastructure works activities for their responsible areas.

Specifically, the position will be responsible for operational property and maintenance matters, including general care of all grounds and facilities. Undertaking minor repairs and routine maintenance of buildings and equipment, arranging contractors to carry out specialised repairs and that they are completed in a timely manner. Ensure the high quality of works of the service requests and that they are in line with budget expectations. Build relationships and ensure effective communication with key stakeholders and contractors. The position will require the incumbent to be available to respond to after-hours emergencies.

We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

Position Relationships

The Facilities Technical Officer must work closely and effectively with;

- Facilities Manager – College of Health & Medicine
- Senior Operations Manager NSW



- Maintenance Supervisor
- Manager, Facilities and Contracted Services
- Members of the University WHS division
- University Security
- University Contractors and Service providers
- Other staff within ISD
- University Staff Professional and Academic

What You'll Do

- Work request management which includes but not limited to:
 - Allocate and Assign WR to themselves
 - Carry out all works described in WR Place WR into the system to request repairs to be completed by others.
 - Work Health and Safety Management
 - Ensure WR are completed on time.
 - Stakeholder engagement
 - Quality Assurance
 - Continuous improvement.
- Conduct Worksite Inspections update SWMS and undertake take 5's for their areas of responsibility.
- Provide first response and make safe to hazards, secure physical locations or areas including those requiring repair, posing a hazard, emergency management or for University functions.
- Lead and manage a variety of minor works projects.
- Undertake general maintenance tasks and other small repairs.
- Set up and clearance of furniture/equipment for College functions.
- Managing other UTAS Contractors onsite and conduct Toolbox meetings.
- Perform general ground keeping duties, including gardening, mowing lawns and minor landscaping.

Decision Making Authority

The incumbent is expected to exercise autonomy and independence in making decisions within the scope of established procedures and guidelines, trade qualifications and expertise, with scope to interpret policies and independently resolve problems or use the guidance and expertise of ISD staff in Hobart.

What We're Looking For (success criteria)

- A qualification in a relevant field (for example, horticulture or building related) with extensive experience or extensive experience and specialist expertise, or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in managing contractors in a professional manner and building effective relationships.
- Demonstrated high level organisational skills, with the ability to manage multiple priorities simultaneously to ensure successful outcomes.

- Excellent written and verbal communication skills, Sound analytical and problem-solving skills. Physical ability to carry out numerous manual handling tasks.
- Demonstrated ability to work under pressure and deal with urgent facility issues in a timely manner.
- Demonstrated ability to work well within a team environment.
- A current valid driver's licence.

Workplace Health & Safety

All staff assist the University to create and maintain an environment where people are safe, healthy and well by using and improving the systems and equipment we have for work.

All staff actively manage risks associated with their work and report hazards, near-misses and incidents to their Supervisor to enable teams to positively learn and improve our systems and equipment.

Supervising staff support and equip their teams to work safely by providing information, training and supervision. They respond quickly to issues and create an environment where teams are encouraged to positively intervene and empowered to make improvements.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

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

